



# Resurrection

COLLEGE PREP HIGH SCHOOL

*Caritate et Veritate*

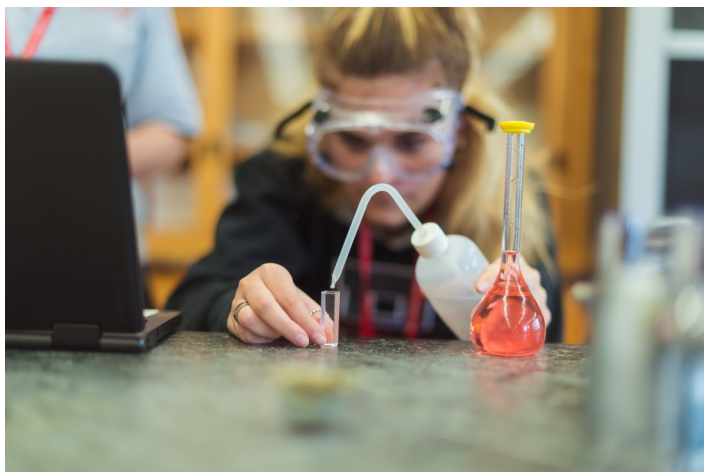


Student/Parent Handbook

2019-2020



# Student Life Handbook



## ATTENDANCE

Resurrection College Prep maintains academic rigor through the *physical presence of students in the classroom*. Instructional time is the foundation of the educational program. Failure to attend school means lost opportunities to learn. Therefore, Resurrection College Prep expects students to be in attendance for all classes each school day. All aspects of the school day, such as Masses, prayer services, retreats, and all-school assemblies are important and are considered part of the educational program. A cooperative effort by the student, parent/guardian and school personnel ensures that a student maintains regular attendance.

The State of Illinois considers a student excessively absent when absences exceed five percent of the school year. Resurrection College Prep records period by period attendance and considers a student excessively absent when she exceeds 5 absences in any class per semester, with the exception of period 7. Absences in excess of 7 for a period 7 class each semester is considered excessive.

Absences are recorded as **excused** for the following reasons:

- Illness or hospitalization, documented through a physician's note on his/her office stationery which lists the specific dates necessary for absence;
- Court appearance, documented by a court summons;
- Attendance at the funeral services of an immediate family member;
- Observance of a religious holiday;
- Attendance at the funeral services of a Resurrection classmate;
- Participation in a Resurrection College Prep retreat, field trip, or athletic event.

*\*Please note:* Following a student's extended illness (more than two days), doctor's notes and other

documentation must be submitted to the Dean upon the student's return in order for an absence to be considered excluded from the five absences total.

Absences for reasons other than those previously listed are recorded as **verified**, meaning authorized by the parent for the following reasons:

- Illness;
- Family emergency;
- Circumstances which cause reasonable concern for the safety or health of the student.

Absences are recorded as **unexcused** for the following reasons:

- Truancy
- Unverified by the parent/guardian 24 hours after the first class missed;
- Misrepresents herself as her parent and calls herself in absent;
- Leaves the school building or campus without checking out through the attendance office.
- The student chose not to attend a class but remained in the school building.

*\*Please Note:* Students and parents are encouraged to make doctor and dental appointments outside of school hours. Scheduling appointments on a regular basis at the same time on a school day negatively impacts a student's progress in the class that she is repeatedly missing. Absences for medical and dental appointments are **not** excused. Absences for the purpose of a medical appointment will be verified provided that the parent calls.

Excused and verified absences entitle the student to make up all academic work for credit, according to the teacher's policy. It is a student's responsibility to communicate with her teachers about academic work assigned and collected on days of absence and to arrange for the completion of the work. If a student requires assistance with scheduling make-up work due to several days of absence, she can ask her school counselor to help her create a plan for completion of assignments. Parents are also able to

contact the counselor and arrange for the pick up of assignments, books and materials when a student's absence exceeds several days.

If a student has an unexcused absence, she forfeits the opportunity to receive credit for class work, tests, quizzes and other assessments. The teacher will not extend help or deadlines. Repeated unexcused absences will result in assignment of detention, as determined by the Dean.

### **Attendance at Retreats and Masses**

Retreats and masses are an integral part of the faith formation program. Attendance at her class level retreat is a graduation requirement for each student. Similarly, students are expected to attend the liturgies scheduled throughout the school year. Students who establish a pattern of missing masses will meet with the Campus Minister.

### **Multiple absences**

- Students who are absent on multiple dates will meet with the Dean and/or their counselor as needed to assist the student in establishing regular attendance.
- Upon the 3rd occurrence of class absence within a semester, a letter will be sent to notify the parent/guardian of the student's dates of absence.
- Upon the 5th occurrence of class absence within a semester, the Dean will contact the parents to discuss attendance-related matters. A meeting with the Dean, parent and student may be scheduled at this time.
- Upon the 6th occurrence of class absence within a semester, a review of absences will be completed by the student's guidance counselor, and Dean to determine an appropriate plan which may include an Academic and/or Behavior Probation. Probation will limit absences and/or tardiness, as warranted and consequences for continued absence jeopardize the student's enrollment at Resurrection College Prep.

Resurrection College Prep is committed to assisting a student in managing her academics when her learning is disrupted for an extended period of time. Assistance could include changing a student's schedule, modifying or lessening her academic load, extending extra time to complete assignments or other interventions when need is indicated by the student's health care provider. Completion of the Chronic Illness form by the student's physician will provide the necessary information to begin developing an assistance plan. If Resurrection College Prep is unable to accommodate the student's needs, her school counselor will work with the student and her parents to determine the student's best options for continuing her education.

### **Absences and Extra-curricular Activities**

A student may not attend any after-school activities on a day that she is absent from school. After-school activities include dances, social events, performances, rehearsals, athletic practices or competitions, club or other school activities. In cases of extenuating circumstances, permission to attend after-school rehearsals or school events may be given by the Dean or permission to participate in athletic related activities may be given by the Athletic Director. To give consideration to the request, the parent must contact the Dean or Athletic Director prior to the event.

### **To Report an Absence**

The student's parent is required to call the Attendance Office before 9:15 a.m. on the day of the student's absence at 773-467-4618. A parent may leave a voice message to verify his/her daughter's absence during non-school hours.

Additionally:

- If a parent/guardian is unable to report the student's absence, the individuals authorized by the parent/guardian on the Emergency Form may verify the absence.
- If the school is not notified, the Attendance Office will call the parent/guardian.
- If a student's illness will require numerous



days of absence, her counselor can be contacted to arrange for assignment pick-up and other supportive measures.

When a student returns to school, she will report to the Attendance Office before 8:15 a.m. to verify her return to school and submit any required medical documentation.

### **Tardiness**

A student's learning is negatively impacted by tardiness. Additionally, arriving late to a class disrupts instruction and other students' learning. A student who is tardy five or more minutes to her first block class (Periods 1 and/or 2) will report to the Dean's Office before being admitted to her class. Her parent will be contacted. Students who are more than 15 minutes late to a first block class will be marked as Absent/Unexcused unless a parent has contacted the attendance office. If a parent has not called by the time of the student's arrival, the Dean will call the parent to discuss the impact of the student's late arrival and consequences for tardiness. Excessive tardiness to a class may result in other consequences, including, but not limited to, detentions, inability to attend the class at the time of tardiness and if continued, withdrawal from the class.

### **Late Arrival/Early Dismissal Procedure**

Parent verification is necessary for a student to arrive after the school day has begun or to leave school before the end of the school day. Absences from class without parent verification will result in unexcused absences and a loss of academic credit in those classes.

The school expects that dental and doctor appointments are scheduled during non-school hours. However, when an appointment must be scheduled during school hours, the parent must notify the attendance office of the time the student will arrive or leave. Upon her return to school, the student must submit a doctor's note verifying the appointment to the Attendance Office. The absence counts as one of the allotted absences per class for the semester.

### **Early Dismissal Procedures**

- The student's parent/guardian calls the Attendance Office prior to the time the student needs to leave.
- Before school on the day of the appointment, the student goes to the Attendance Office to receive an early dismissal slip.
- Before leaving class, the student shows the early dismissal slip to her teacher.
- Before leaving the school building, the student turns her early dismissal slip in at the Main Office.
- When the student returns to school, she reports to the Attendance Office to check in. If the reason for the early dismissal was for a doctor's appointment, doctor verification of the appointment will be accepted at this time.

### **To Obtain a Late Arrival:**

- Before the day of late arrival, the student's parent/guardian calls the Attendance Office to request a late arrival.
- When the student arrives at school, she immediately reports to the Attendance Office. If the reason for the late arrival was due to a doctor's appointment, doctor verification of the appointment is accepted at this time.

### **To Leave School Due to Illness:**

Students must go to the Attendance Office in order to receive early dismissal permission. Early dismissal procedures:

- The student obtains a pass to the Attendance Office from her teacher.
- The Attendance Office contacts the student's parents or emergency contact to obtain permission for the student to leave or to arrange for a student to be picked up.
- The Attendance Office will assist the student in getting her belongings from her locker if necessary.
- When the student returns to school, she will report to the Attendance Office to verify her return to school.

**Recurring and Scheduled Early Dismissals:**

Seniors and juniors who have an early dismissal for period 7 listed on their schedule are able to leave school after the third block.

- Juniors and seniors who have a period 7 study as a result of a schedule change must attend the study until they complete and submit an Early Dismissal form to the Dean.
- Seniors who do not have a third block on days when period 7 is dropped may obtain early dismissal permission after submitting to the Dean a form which authorizes their dismissal. They are required to report to seminar, however, may leave after seminar business is completed. This privilege is suspended on days when seniors have a meeting during seminar. Seniors with a D's or F's will lose this privilege. Students who are enrolled in after-school classes do not have early dismissal privileges on days when those classes meet.

**SCHOOL POLICIES****Closed Campus**

Resurrection College Prep is a closed campus.

- Once students arrive on campus, they are expected to remain in the school building until the end of their school day.
- Students whose school day ends before 7th period and who have after-school activities are required to wait in a supervised area. The supervising staff member will issue passes to these students who wish to use resource rooms.
- Juniors and seniors who have regularly scheduled early dismissals are required to leave the building immediately after their last class. If they choose to remain in school, they continue to be in uniform, stay in a supervised area and follow all school rules.
- On days when the school schedule changes, early dismissal times may be delayed until after the completion of the scheduled activity.

**Dances**

- Only girls from Resurrection College Prep may attend Resurrection dances.
- All students attending Resurrection College Prep dances must present a current photo ID in order to be admitted.
- Resurrection reserves the right to determine the schools from which dance guests may be invited. The number of dance tickets sold is limited according to fire and security regulations of the facility.
- For semi-formal and Senior Prom, Resurrection students may bring one male guest.
- Additional dance rules, including dress codes, are communicated through the sponsoring organization or level moderator and Dean's Office.

**Emergency Information Form**

Completion of the Emergency Information Form annually must be submitted to the Main Office prior to the first day of school. The Emergency Information Form supplies updated contact information for the parents or guardians and contact information for adults the parent authorizes the school to contact if the parent is unreachable. This information also provides information to help school staff respond to needs the student may have during the school day.

**Electronic Devices**

Personal electronic devices include, but are not limited to, regular, mobile, and smart telephones; smart watches, personal computers, laptops, electronic notebooks, tablets; audio and video equipment; flash drives; memory sticks; iPods; MP3 players; and other personal wireless equipment. The Resurrection 1:1 program Chromebook is not included in this policy.

Between the hours of 8:20 and 3 p.m., personal electronic devices are not to be audible or visible as they can disrupt instruction and learning. **Only with prior permission of the supervising teacher or staff**

**member** may a student use a personal electronic device for educational purposes only. **During other times of the school day**, personal electronic devices may not be visible or audible. Use of a personal electronic device in hallways, locker rooms, and washrooms or during assemblies, liturgies, retreats, club meetings and other community gatherings, is not permitted.

Students may use their personal communication device before or after school hours and during lunch in the cafeteria or cafeteria lobby.

Personal Electronic devices may be searched and will be returned to their owners at the discretion of the Dean or other administrator. If a student needs to contact her parent during the school day, she has access to phones in the Dean's Office, the Guidance department and in the Attendance Office.

Resurrection College Prep is not responsible for lost or stolen electronic devices. Individuals assume full responsibility for their technology devices which includes the device's safety, security and maintenance.

If a student chooses to have an electronic device in violation of this policy, she chooses to surrender the device to the faculty or staff member.

Expectations regarding personal electronic device use when permitted:

- Recording, taking pictures or videos of classmates, faculty or staff without their permission is strictly prohibited.
- Taking pictures of classroom activities or social interactions on the school campus is prohibited unless all persons in the picture have given permission for the photograph or video to be recorded. **Publishing these photos or videos without permission, either in print or electronically (social media), is a serious disciplinary matter and will be addressed through the Dean's Office.**
- Electronic devices may **not** be used in bathrooms or locker rooms, as these are areas where there is a right to privacy.

Violation of the Electronic Device policy will result in the following:

1st violation: The device is confiscated by the staff member who encounters its unauthorized use. The staff member will give the phone to the Administrative Assistant in the Main Office. The phone will be available for pick up in the Main Office after school. The student will be assigned an after school detention through the Dean's Office.

2nd violation – The device is confiscated by the staff member who encounters its unauthorized use. The staff member will give the phone to the Administrative Assistant in the Main Office. The device will be available for pick up in the Main Office after school. The student will be assigned two after-school detentions through the Dean's Office. Prior to serving the second detention, the student must have a Personal Electronic Device Violation form signed by her parent.

3rd and all subsequent violations – The device is confiscated by the staff member who encounters its unauthorized use. The staff member will give the phone to the Administrative Assistant in the Main Office. The student's parent will be required to pick up the phone in the Main Office during school hours. The student will be assigned two after-school detentions through the Dean's Office.

Administration, faculty and staff may request at any time that students turn off and put away technology devices. Failure to do so may result the consequences of a Level II behavior.

### Lockers

Lockers are the property of Resurrection College Prep. Therefore, the school reserves the right to inspect any locker and its contents at any time.

The above statement is "Prior Notice" of locker inspection procedure.

Resurrection College Prep assumes no responsibility for loss or damage to the contents of lockers. To ensure maximum protection for personal belongings, students are strongly discouraged from sharing combinations or lockers with each other.

In addition:

- Locker problems are to be reported immediately to the Dean's Office.
- The only lock permitted on a locker is the installed combination lock. Students who place another type of padlock or locking device on their lockers will be required to remove it.
- Students are responsible for the cleanliness and upkeep of their lockers. Decorations must be appropriate for the school setting.
- Materials posted on locker doors must be school-related or birthday wishes. Magnets must be used to affix items to the locker. Magnets are available from the Dean's Office. Duct tape and other adhesives cannot be used. Writing of any kind on the inside or outside the locker is not permitted.
- Students must remove all of their belongings from their lockers before leaving the building on the last day of exams at the end of the school year. Materials left in the lockers after the last day of exams will be discarded or donated.

### **Parking Lot**

Resurrection College Prep reserves the right to search any vehicle that is parked on its property at any time.

Students who want to park in the school parking lot must complete a parking permit application to obtain a parking tag from the Main Office and pay a parking fee. Student parking is on a first come/first serve basis.

Other parking lot regulations are as follows:

- All cars parked in the school lot must have a current parking tag hanging from the rear view mirror with the number facing out.
- The speed limit on school property is 10

miles per hour.

- Staff and faculty parking spaces are assigned. Students may park in the last two rows of the parking lot. Student parking spaces are unassigned.
- Sitting in or loitering near parked cars in the school lot before, during, or after school is prohibited.
- Parking or standing cars in fire lanes is strictly prohibited.
- All cars must be parked within marked parking spaces.
- Parents or others who pick up students in the parking lot must park in a designated parking space in order to keep fire lanes clear and for the safety of all students.
- Students who have not purchased a parking permit and who choose to park in the lot will be referred to the Dean's Office.
- Students who display a duplicated or copied parking permit will face disciplinary consequences, including but not limited to, work details and detentions.
- Students who allow their tag to be duplicated or copied will lose their parking lot privilege. Their parking fee will not be returned. At the Dean's discretion, parking lot privileges may be revoked.
- Resurrection College Prep assumes no responsibility for cars parked on its property.
- Accidents in the parking lot are to be immediately reported to the Dean; however, drivers are responsible for reporting the accident to their insurance companies and/or police for resolution of any injuries or damages to their vehicles.

### **Sales and Fundraising**

Students may not sell tickets or solicit contributions in school for any external agency or charity without a written approval from the Vice President Finance, HR and Support Services. Commercial products cannot be sold to students in school or on school grounds without the written approval of the Vice



President of Finance, HR and Support Services. This approval must be obtained before such a collection is initiated.

### Theatre Etiquette

Attending any school-sponsored theatre performance, concert, play or assembly is a privilege. Audience members are expected to display appropriate theatre etiquette throughout each performance attended. Failure to do so will result in the individual being removed from the theatre. Audience members are expected to observe the following:

- Eating, drinking and chewing gum are not allowed in the Little Theatre.
- Talking during the performance is disrespectful of the performers and other members of the audience.
- Screaming, yelling, calling out names or whistling during the performance is unacceptable. (Applause is the proper manner by which performers are acknowledged.)
- Electronic devices, including cell phones, need to be turned off so as not to disrupt the performance or interfere with wireless sound equipment.
- For evacuation and safety reasons, standing at the back of the theatre is not allowed.
- For safety and copyright reasons, photography and video recording are not permitted.

### Uniforms and Dress Code

Res' official uniform supplier is Dennis Uniform, [www.dennisuniform.com](http://www.dennisuniform.com); 7055 W. Higgins Ave., Chicago, 708-669-7944. Juniors and Seniors may wear their uniform which was purchased from our previous uniform supplier or they may wear items purchased from Dennis Uniform. Students wear their uniform throughout the school day, including study and lunch periods. Uniforms are to be clean, neat and in good repair. Uniform items that are too small or have rips or holes must be mended or replaced, as necessary. Skirts that cannot be altered

to meet the length requirement must be replaced. Students may see the Dean before 8:10 a.m. to receive assistance with any uniform concerns.

On days that the school assembles as a community, it is expected that all students are wearing the complete uniform with special attention to neatness. Students are expected to wear dress shoes or white, black or grey athletic shoes on the days that the school celebrates a Mass or liturgy. Colored athletic shoes are not acceptable with the school uniform on these days.

The school uniform consists of a uniform polo, uniform skirt, shoes and socks.

- For the Class of 2020, the Chancellor Plaid box pleated skirt is required.
- For the Class of 2021, the University Plaid box pleated skirt is required.
- For the Class of 2022, the heather grey gabardine box pleated skirt is required and long or short sleeve black or red polo shirt.
- For the Class of 2023, The Mcdonald Plaid-Center box pleat skirt and black or red long or short sleeve polo

#### *The uniform skirt:*

- The uniform skirt length must extend from the waist to at least two inches above the knee.
- Skirts must be zipped and worn at the waist.
- Pants or sweats cannot be worn under the uniform skirt.
- Shorts worn under the skirt must not be visible.

#### *Other required wear:*

- Resurrection school ID on red Res lanyard worn around neck
- Solid white, solid black, or solid grey socks, knee socks, or solid black, grey or white leggings.
- Athletic or dress shoes with a closed toe and heel. Students are expected to wear dress shoes

or white, black or grey athletic shoes for Mass.

#### *Optional Wear*

- For added warmth, the uniform grey sweater or the black microfleece may be worn.
- Instead of the skirt: Black flat-front stretch pants or Girls Irvington Flat Front-Black Twill pants sold by Dennis Uniform may be worn instead of the school skirt.
- Long or short sleeved T-shirts worn under the uniform shirt must be solid white, solid grey, solid black or solid red.

#### *Accessories:*

- Winter boots, including Uggs, may be worn on approved dates.
- Tattoos cannot be visible.
- Sunglasses cannot be worn.
- Hair must be one natural color. Unnatural color hair dyes, such as blue, green, pink, orange, purple, and/or extreme hair styles that include, but are not limited to, fad, shaved or engraved hairstyles are not permitted. Acceptable hair coloring/styles are determined at the Administration's discretion.
- Piercing of the ear is allowed. Stretching of the earlobe is not allowed.
  - Piercing of the ear is allowed.
  - Stretching of the earlobe or other body parts is not allowed.
  - Facial piercings are not allowed. Jewelry for any form of body piercing other than the ear cannot be worn, even if it is covered by a bandage.
  - Flesh-colored spacers or keepers for nose piercings may be worn.
  - Other jewelry deemed inappropriate for the school setting by the Administration cannot be worn.
  - The Administration authorizes Spirit Apparel Days on which students may wear sweats,

capris, yoga pants or jeans with a Resurrection club or organization shirt or sweatshirt. Shoes and socks and the Resurrection ID on the Res lanyard must be worn.

*The following items that **cannot** be worn at any time include but are not limited to:*

- Bandanas
- Crocks, slippers, flip-flops, sandals
- Clothing that is written upon
- Clothing with expressions that are in conflict with the school's mission
- Halter or tank tops
- Mini-skirts
- Outdoor apparel, including jackets, coats, vests, hats, scarves (with the exception of head coverings for religious reasons, such as a Hijab)
- Ripped clothing or clothing with holes
- Shorts
- Tops with plunging necklines or that expose the midriff

#### **Spirit Apparel Days**

Spirit Apparel wear includes Resurrection College Prep sweatshirts, sweatpants, T-shirts, club/organization wear, Resurrection College Prep athletic wear (but not school-issued athletic team uniforms and warm-ups), sweatpants, yoga pants or capris.

Other requirements include

- The school ID on a red Res lanyard
- Reswear top layer and visible
- Uniform shoes and socks
- Any sweatpants or bottoms that have writing across the buttocks are inappropriate for school and cannot be worn.

#### **Spirit Apparel Top Tuesdays**

On Tuesdays designated as Spirit Apparel Top Tuesdays, club, organization, publication and athletic wear (not athletic uniforms or warm-ups)

may be worn with the school skirt or school uniform

6 points	<ul style="list-style-type: none"> <li>• ID and red Res Lanyard</li> <li>• Missing required item of the uniform</li> <li>• Shoes</li> </ul>
3 points	<ul style="list-style-type: none"> <li>• Non-uniform apparel</li> <li>• No Res apparel on Spirit Apparel Days</li> <li>• Sweats/pants under skirt</li> <li>• Sock or T-shirt color</li> </ul>
2 points	<ul style="list-style-type: none"> <li>• Accessories violation (ie facial jewelry, sunglasses, scarves)</li> </ul>

slacks. This includes crew and hooded sweatshirts, as well as T-shirts. On these days, any Res apparel tops may be worn and are not dependent on what clubs are meeting.

**Uniform/Dress Code Violations**

Students who violate the uniform/dress code will be referred to the Dean’s office. A student will receive a detention assignment once she reaches 6 points. Points are assigned according to the uniform/dress code expectations that have been disregarded:

**Student Recognition Ceremonies**

Students are expected to wear clothing that is in good taste and reflects modesty. Clothing requirements:

- Dress or skirt length cannot be more than two inches above the knee.
- Dresses or skirts cannot be tight or form-fitting. Form-fitting pants are not permitted.
- Spaghetti straps, strapless dresses/tops must be covered with a shawl or sweater. Halter tops, tank tops, or tops that expose the midriff or that have a plunging neckline are unacceptable.
- Flip-flops or slippers are not permitted.

Students who choose to wear clothing that does not

meet the above dress code will not be admitted to the event or allowed to participate.

**IDs**

- IDs are issued through the Dean’s office.
- Students, faculty and staff wear IDs on a red Res lanyard at all times when they are in the building and carry them on their person when off school property on field trips.
- IDs are required to access some library services and can be used to purchase food in the cafeteria provided that a Quest account has been established. ID lanyards can be purchased in the Main Office or the Attendance Office at a cost of \$2.

**STUDENT HEALTH NEEDS**

Resurrection College Prep permits students to bring medication that they need to self-administer during the school day and to carry food items that assist them in managing chronic illnesses. The school supports students administering their medications independently and requires that students who have asthma or diabetes carry inhalers, Epi-Pens or blood sugar management systems with them at all times. A student with health needs must present health plans and other documentation, including the school’s Parent and Physician Request for Self-Medication forms. The forms are available in the Attendance Office.

- These forms are completed by the student’s physician and her parents prior to the student beginning to administer her prescription medication during the school day.
- The plans provide medication names, dosages, medication times and other pertinent information regarding the management of the illness during the school day.
- All students who have asthma, diabetes or another chronic illness are to wear identification that alerts staff and emergency responders to



their medical condition.

Thereafter, the documentation must be updated at the beginning of each school year and prior to any changes in the medication, dosage or administration of the medicine.

Students and their parents will meet with the student's guidance counselor and medical forms that will outline health plans, as prescribed by the student's physician. The parents and student are responsible for providing the medications, which are to be in the original prescription containers bearing the student's name, physician and dosage information. Students are responsible for the administration of their medication.

Medications and food items may be stored in the attendance office. Refrigeration for medication is available there. Students may also request that food items be kept in their classrooms. These arrangements can be made through the help of the student's guidance counselor or the Dean.

As a Catholic Institution, Resurrection is committed to promoting the sanctity and dignity of all human life. While sex outside of marriage is contrary to the moral life of the Church, teenage pregnancy is nonetheless a serious reality. Resurrection will maintain its promise to educate women in Charity and Truth. A pregnant student may attend school until her doctors recommend otherwise. Please refer to the student attendance policy for additional information regarding extended absences. A student pregnancy requires thoughtful discernment which may involve her school counselor, the administration, and the campus minister. Each case will be treated individually, based on the age and grade of the student, her physical and emotional health, the stage of the pregnancy and other relevant factors. An unmarried student may return to school after the birth of her child and clearance from her doctor.

### Medication Policy

If it is necessary for a student to take medication during the school day, medication authorization orders must be completed prior to bringing the medicine to school. These forms are available in the Attendance Office or from a guidance counselor.

- Parents are encouraged to consult with their daughter's physician to make every effort to adjust medication schedules so that medication may be administered at home during non-school hours.
- A physician's order and signature will be required for the attendance office to hold both prescription. Any prescription medication taken at school shall be brought to the attendance office in a container labeled by the pharmacist which clearly states the student's name and dosage. A completed Medication Authorization Form signed by the physician and parent must be brought with the prescribed medication. The physician must renew the prescription medication given at school and complete the Medication Authorization Form annually.
- All non-prescription medications must be brought to the attendance office in a manufacturer-labeled container. The parent must have completed and signed the Parental Non-prescription Medication Authorization Form before the non-prescription medication can be accepted.
- The Medication Authorization Form must also be completed and on file in the Attendance Office for students who have permission by the physician and parents to self-administer inhalers, EpiPen/Benadryl or diabetic medication.
- Students carry their inhalers, Epi-Pens and diabetic testing and insulin administration with them at all times.
- The student is not to self-administer medication in any location other than the Attendance Office, with the exception of inhaler, Epi-pen use and diabetic testing and insulin injections.
- No medications are provided or administered

by Resurrection College Prep staff. Students must be able to self-administer all medications.

### **Illness**

Students should remain at home when ill, when the disease is contagious or a physician indicates that the student's illness prohibits her from attending school. If a student becomes ill at school, she must notify her teacher and get a pass to the Attendance Office. **All absences from class must be authorized through the Attendance Office.** The Attendance Office clerk will contact the student's parent, guardian or the designated adult to determine whether the student is too ill to remain at school. A student may rest for a period of 15 minutes in the Attendance Office. After 15 minutes, the student and her parents must determine whether she will return to class or leave school.

The student's parent, guardian or responsible adult designee must accompany any student who is sent home due to illness, unless the parent or guardian gives permission for alternate transportation. If the student drives or leaves alone, the parent or designated responsible adult must approve this. A student will not be sent home in the custody of another student.

Following any contagious or infectious disease, the student must bring a statement from a physician that she is fully recovered and able to return to school. Students with contagious eye infections or other contagious health concerns will be sent home from school. A doctor's note stating the student is under treatment and may return to school is required.

### **Accidents or serious illness**

School staff will notify the paramedics immediately when any accident or illness is serious enough to require medical attention. The Attendance Office will notify the parent, guardian or responsible adult.

### **Concussion Policy:**

#### **Return-to-Learn and Return-to-Play**

In compliance with the Illinois Youth Sports Concussion Safety Act, Resurrection College Prep High School will follow Return-to-Learn and, for athletes, Return-to-Play protocols to ensure all students who experience a concussion receive necessary support.

#### **Concussion Oversight Team**

The concussion oversight team will consist of a physician affiliated with the Athletic department, Resurrection's athletic trainer, Resurrection's athletic director, Resurrection's concussion case manager, and Resurrection's Dean of Students. The athletic trainer will serve as the return-to-play manager, and the concussion case manager will serve as the overall case manager, including managing return-to-learn procedures. The goal of the concussion oversight team is to have a central point of communication in the case manager, who will be knowledgeable of, and able to communicate all aspects of student needs during a concussion.

#### **Preventative Process:**

1. Students/Parents wanting to participate in Resurrection athletics must sign the concussion form.
2. Students/Parents wanting to participate in Resurrection athletics must attend the pre-season parent meeting where the Athletic Trainer will discuss concussions and the return-to-play protocol.
3. Student athletes must watch the IHSA concussion video and sign a waiver confirming they viewed the video before participating in their sport.
4. All Resurrection coaches must pass the IHSA concussion test, certifying them to take the lead in the event of a concussion if the Athletic Trainer is not present. Coaches are expected to remove a student from play if she has had an injury to the head, until it can be thoroughly evaluated by a licensed health professional.

**Concussion Policy:**

Students with a suspected concussion are required to seek an evaluation from a qualified physician familiar with concussion management. If a student is seeking a concussion evaluation from a physician, families must obtain a School-Based Concussion Recommendation (SBCR) form from the Concussion Case Manager, Athletic Trainer, Athletic Director, School Counselor, or Attendance Office for the physician to complete. If school staff suspects symptoms of a concussion, based on student report, the school can mandate a doctor evaluation. Once the student has been diagnosed with a concussion by a licensed physician, she will be referred to the Concussion Case Manager.

For school accommodations to be considered, a SBCR form documenting the concussion diagnosis, academic restrictions and plans for further evaluation should be completed by the evaluating physician and returned to Resurrection's Concussion Case Manager.

A student whose SBCR indicates academic restrictions, such as no tests or quizzes, may not participate in Resurrection athletics and may be restricted from other activities, per her physician. A student may not participate in athletics until Resurrection's Athletic Trainer follows the return-to-play protocol and the student is cleared to resume her sport. If at any time symptoms of a concussion return, the student will revert to the previous step in the return-to-play protocol.

The case manager will follow up with the student and family to gather information about the student's current level of functioning in the school setting.

If a student is declared symptom free within 10 school days, the student and case manager will coordinate the academic make-up work. If academic restrictions extended beyond 10 school days, the student will be considered for additional academic support.

**Return-to-Learn Framework**

*Adopted from Ann & Robert H. Lurie Children's Hospital of Chicago- Institute for Sports Medicine*

To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions. The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining "how much is too much" may be a trial and error process. The student should be granted adequate time to complete missed academic work following recovery. The student should report to her case manager or school liaison regularly in order to monitor symptoms and assess how the student is tolerating specific school accommodations, as well as assess how teachers and staff are implementing the modified learning plan.

**Phase 1: No School/Complete Cognitive and Physical Rest:**

In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.

- Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music.
- No physical activity- this includes anything that increases the heart rate as this may worsen or trigger additional symptoms.
- No tests, quizzes or homework - Provide students with copies of class notes.



**Phase 2: Part-Time School Attendance with**

**Accommodations:** In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so frequent breaks to rest and "recharge their batteries" are needed.

- Re-introduction to school.- Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process. Student may begin with half days in school, or rest in the nurse's office, library or quiet location in between classes.
- Symptoms reported by the student should be addressed with specific accommodations, reading and other visual stimuli, based on the student's symptoms. Provide student with copies of class notes (teacher or student generated) No tests or quizzes. Homework load based on symptoms. There should be no due dates on homework assignments. This allows students to work at a pace that does not exacerbate symptoms and reduces their anxiety about completing missed assignments. Many students have heightened anxiety during concussion recovery and due dates exacerbate this. Allow the student to leave class a few minutes early to avoid noisy, crowded hallways between class changes. No physical activity including gym, PE or participation in athletics.

**Phase 3: Full-Day Attendance with**

**Accommodations:** In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

- As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity.
- Continue to prioritize in-class learning; minimize overall workload. Gradually increase amount of homework.
- Reported symptoms should be addressed by specific accommodations; accommodations can be reduced or eliminated as symptoms resolve.
- No physical activity unless specifically prescribed by the student's medical physician.
- No contact sports are allowed until the student is completely symptom free, completing full days at school and requires no academic modifications (determined by the Concussion Case Manager), and has received written clearance from a licensed health care professional.

*\*At this phase, the Return-to-Play Protocol can begin.*

**Phase 4: Full-Day Attendance without**

**Accommodations:** In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent. Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.

If necessary, case manager will help construct a reasonable step-wise plan to complete missed

academic work; an extended period of time is recommended in order to minimize stress. Physical activities as specified by student's physician (same as phase 3)

#### **Phase 5: Full School and Extracurricular**

**Involvement:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms. No accommodations are needed. Before returning to physical education and/or sports, the student should receive written clearance and complete a return-to-play progression as indicated by the Resurrection Concussion Policy.

### **BEHAVIOR EXPECTATIONS**

Proper conduct on the part of each Resurrection College Prep student is necessary to establish an environment that allows growth and learning for all students.

At the heart of the Student Code of Conduct is the philosophy that a student's spiritual development gives her the foundation to make a difference in her school, family, and community. Resurrection students are taught to embody the school motto *Caritate et Veritate* (Charity and Truth).

All students will strive to listen, reflect, discern, forgive, ask for forgiveness and be open to learning. Embracing a commitment to fostering a harmonious relationship with classmates and their school community, the Resurrection College Prep student will use reason to guide decisions which affect her behavior and her response to the behaviors of her peers. She will seek to develop a moral compass which will guide her to be a responsible and compassionate member of our school community.

Resurrection College Prep expects students to follow school regulations, obey all directions, be diligent in study and respectful to all students, teachers and others in authority. Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach

in an atmosphere free from disruption and obstacles that impede student learning. Thus, behavior expectations include that each student

- Be present each day, on time and prepared to learn;
- Be respectful, conducting herself in a manner that guarantees the well-being of other students and staff and respects the rights of those in the school neighborhood;
- Be mindful that her behavior reflects on herself and Resurrection College Prep;
- Be aware that her behavior must not disrupt learning and teaching;
- Be responsible by taking care of school materials, equipment and facilities, by leaving shared spaces clean and in good order and by taking care of personal belongings.

The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause. The Principal may expel students immediately in cases of extreme misconduct. This includes the immediate removal of a student if her presence in school constitutes what is believed to be a threat or if she is involved in any criminal activities.

Teachers will communicate their expectations regarding classroom behavior, routines and procedures. If a student's behavior does not meet established expectations, a teacher will speak with the student individually to identify the behavior that must change, clarify how the behavior is inconsistent with classroom expectations and warn the student. If the student repeats unacceptable behavior, a teacher may assign a 30-minute after-school detention to be served in her/his classroom and will contact the student's parent to discuss the unacceptable behavior. If a student's behavior continues beyond these interventions, the teacher will refer the student to the Dean.

#### **Level I Unacceptable Behaviors**

Level I unacceptable behaviors interfere with orderly classroom procedures or interfere with the orderly operation of the school. Individual staff will address

these misbehaviors.

**Level I Unacceptable Behaviors include but are not limited to:**

- Carrying any book bags to classes or seminar or leaving them unattended in public areas
- Defacing school property (for example, writing on desks, bulletin boards)
- Eating or drinking outside of the cafeteria (water bottles are permissible)
- Leaving class before the bell rings
- Minor classroom disruption
- Minor cafeteria disruption
- Pass misuse; no pass/being in an unsupervised area
- Removing food items or food trays from the cafeteria
- Tardy to class
- Throwing food or objects
- Using a laser pointer or laser pen
- Verbal aggression
- Violating the Appropriate Use Policy (AUP)
- Violation of the Electronic Device Policy

**Level II Unacceptable Behaviors**

Level II behaviors are of a more serious nature and include but are not limited to:

- Referral to Dean for continuing Level I behavior
- Disrespect toward Staff/Refusal to follow directions from a staff member
- Insubordination/refusal to cooperate with a staff member's directions
- Instigating behavior in others that would cause physical or emotional harm
- Forgery
- Giving a false name or using another student's ID
- Photographing or videotaping a member of the school community without her or his prior permission.
- Verbal aggression toward another student including, but not limited to bullying or hazing in

person, or through written means including any type of social media and/or electronic delivery

- Unauthorized use of official Resurrection College Prep logo, the school name or likenesses of the Resurrection College Prep's social media or print publications
- Using profanity, obscenity, either oral or written, including through pictures/symbols or through social media (Facebook, texting, etc.) within the school building and on campus or through electronic/social media either on or off campus

**School Response for Level II Unacceptable Behaviors**

Consequences for Level II behaviors may include a mediation process to restore respectful behavior between parties involved. When warranted, detentions will be assigned by the Dean or another Administrator. Detentions will be held after-school on Tuesdays and Thursdays, or as assigned by the Dean. Detentions will be held from 3:05 to 3:50 unless a different time is required by the Dean. Students who arrive after detention begins will be unable to serve the detention on that date. They will be required to serve an additional detention for tardiness.

*Loss of Privileges*

Loss of privileges include lunchroom services, use of resource rooms, seminar options, spirit wear on Spirit Apparel Days and Spirit Top Tuesdays, use of school Internet and technology, participation in extra-curricular activities, including athletics, as well as attendance at social events. No refunds for activity or athletic fees will be refunded to students who lose the privilege of participating due to behavior concerns.

**Level III Unacceptable Behaviors**

The following are considered serious breaches of the Resurrection College Prep community's expectations regarding behavior and include but are not limited



to:

- Criminal damage to property
- Fighting
- Gang association and related illegal activities
- Repeated verbal aggression toward another student including, but not limited to bullying or hazing in person, or through written means including any type of electronic delivery
  - Repeatedly instigating behavior in others that would cause physical or emotional harm
  - Repeatedly violating the Appropriate Use Policy (AUP)
  - Violation of the Tobacco Policy

#### **Consequences for Level III Unacceptable Behavior**

- Parent/Student Meeting with the Dean
- The student will meet with the Behavioral Review Board, which will recommend consequences that may include social probation, referral to Student Services support or recommendation to the Principal for expulsion.
  - Social Probation (restricted attendance at school-sponsored events)
  - Loss of co-curricular and/or extra-curricular privileges
  - Student may be immediately suspended in or out-of-school if her presence creates a disruption.
  - Modifying academic program (schedule change or removal from class)

#### **Level IV Unacceptable Behaviors**

- Threats to the school community (bomb threats, death threats, threats of violence)
- Verbal/physical abuse or threats against a staff member
- Violation of the Bullying Policy
- Violation of the Alcohol and Drug Policy
- Violation of the Weapon Policy

#### **Consequences for Level IV Unacceptable Behavior**

- Students will be suspended until a meeting with the Principal and Dean occurs.

- Each of the above policies have policy specific consequences.
- The student may meet with the Behavioral Review Board, which will recommend consequences that may include expulsion, behavioral probation, social probation, removal from co-curricular and extra-curricular activities. Depending on the severity of the behavior, consequences may be determined by the Principal and Dean.

#### *Behavior Review Board*

The Behavior Review Board is comprised of the Dean and appointed faculty members. This board's function is to discuss with the student her behavior and decision-making and to recommend to the Principal consequences, including but not limited to loss of privileges, lengths of suspension, or expulsion. The Behavior Review Board reserves the right to schedule a meeting with a student at its discretion. The Dean informs the student when she must meet with the Behavior Review Board. Her attendance is mandatory.

In conjunction with the Behavior Review Board, the student or students involved in the matter will participate in the Restorative Circle. Through this process, the offending student(s) will meet with anyone impacted by the inappropriate behavior to restore the relationship within the school community and move everyone forward in a positive direction.

All behaviors that violate city, state and federal laws will be reported to the appropriate law enforcement agency.

#### **Social Media**

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to: (a) video and photo sharing, (b) social networking, (c) blogging, (d) use of a wiki, (e) instant messaging or texting, and (f) web conferencing.

Social media tools are valuable as curricular resources and as part of a larger communication network that fosters education and personal growth. The principles of respect and reverence for every person, the development of the community and the ideals of a Resurrection College Prep are at the core of our educational programs. Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

Students must understand that they are accountable for their postings and other electronic communications. Social media activities may be visible to current, past, or prospective students, parents, and community members; and accordingly, students must exercise discretion when using social media for personal communication, as these communications represent the student and the school.

## ALCOHOL AND DRUGS

Resurrection College Prep strives to offer a supportive environment that proactively addresses the challenges alcohol and drugs pose for our students. The school's policy places a priority on providing a learning environment for all our students that is safe and drug-free. To balance the needs of the individual with the needs of the school community, the Alcohol and Other Drugs policy centers on a school response that is timely, confidential, and proactive.

Students and parents are encouraged to bring their concerns regarding the use of alcohol and other drugs to the attention of the student's school counselor or any member of the administration. We will provide support and information to help the student and her parents identify the best options to address their concerns.

Resurrection College Prep is committed to an alcohol and drug-free school community. Therefore, it is a violation of student behavior expectations when a student possesses alcohol, illegal drugs or controlled substances, including prescribed medications or is under the influence such. Students are also in violation of this policy for possession of any alcohol or drug-related paraphernalia. These expectations apply during school hours and at all school events, both on and off campus.

Possession or being under the influence of such substances will result in an appropriate school response through the Dean's Office:

- The student's parent(s) will be contacted to meet with the Dean, Guidance Counselor and/or Principal. If the student is an athlete, the Athletic Director will attend the meeting, as well.
- Following the meeting, the student will receive an evaluation for alcohol or drug use from a school-approved medical agency immediately following the meeting, at her expense. She will be required to follow the recommendations of the agency.

The student will be placed on probation. If found to violate the Alcohol and Other Drug Policy for a second time, the student and her parent(s) will meet with the Principal and Dean. The Principal will determine the school response to the student, which includes but is not limited to:

- An updated evaluation and revised behavior contract
- A meeting with the Behavioral Review Board which will recommend a school response to the Principal
- suspension or dismissal from Resurrection College Prep.

Students found in possession or control of any illegal substance or prescription medicine with the intent to sell or distribute will result in an out-of-school suspension pending Principal review of the incident. As required by the School Reporting of Drug

Violations Act [105 ILCS 127], Resurrection College Prep will report instances of drug violations to local law enforcement officers.

Students and parents who opt to withdraw from Resurrection College Prep prior to or without completing all school requirements in association with the Alcohol and Other Drugs Policy do so with the understanding that the student is withdrawing under suspension for violation of this policy. Disciplinary information and information regarding the violation of Resurrection College Prep's Alcohol/Drugs Policy will be provided to the receiving school.

**Breathalyzer Testing:** On Resurrection College Prep campus or any school-sponsored activities off campus, an administrator is authorized to require students to submit to a breathalyzer test when alcohol consumption is suspected.

**Oral Screening:** On Resurrection College Prep campus or at any function on or off the school campus, an administrator is authorized to require students to submit to an oral screen saliva drug test when drug use is suspected.

Refusal to cooperate with the Breathalyzer testing or Oral Screening will result in parent contact, removal from the school or school-sponsored event and a mandatory meeting with the Dean and Principal. The student is suspended, out-of-school, until the meeting occurs. Realistic consequences for refusal to comply include but are not limited to: mandatory counseling/drug treatment, academic and behavior probation contract or expulsion from Resurrection.

## BULLYING AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and the school's ability to educate. Resurrection College Prep is committed to fostering a learning environment in which all students feel respected and safe. Harassment or bullying based on actual or perceived race, color,

national origin, religion, sex, sexual orientation, gender identity, ancestry, age, and physical or mental disability is a violation of state and federal laws. Additionally, harassment or bullying of others based on their association with a person or group with one or more of the aforementioned actual or perceived characteristics violates state and federal laws.

Harassment or bullying of any community members is considered a serious violation of Resurrection College Prep's behavior code. Harassment and bullying behaviors result in an intimidating and hostile educational environment. Such behavior may be physical, verbal, written, visual, non-verbal and / or sexual.

Examples of harassing and bullying behavior include, but are not limited to, name-calling, using derogatory slurs, stalking, sexual violence, causing emotional harm, threatening or causing physical harm, unwanted physical contact, and intimidating threats, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Verbal harassment includes, but is not limited to, spreading rumors and asking a community member highly personal questions are also considered forms of harassment. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as a serious behavioral offense. These behaviors are prohibited in each of the following situations:

- While in school, on school property, on

school buses, or at school-sponsored or school-sanctioned events or activities that are either on or off of the Resurrection College Prep campus;

- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Resurrection College Prep if the behavior causes a substantial disruption to the educational process or order and operation of the school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to her person or property;
- Causing a substantially detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance; or
- Substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by Resurrection College Prep.

Any student who engages in harassment and/or bullying behavior will be subject to disciplinary sanctions which may include, but are not limited to verbal reprimand, parent/Dean/Principal conference, suspension from classes and expulsion from Resurrection College Prep.

Students are encouraged to immediately report

bullying. A report may be made orally or in writing to the Dean of Students or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the Dean of Students or any member of the Administration.

Reports can be made by

- filing an anonymous bullying/harassment report. Use the link on the school website.
- calling school administration at 773-467-4613

This is considered a Level IV behavior and consequences associated with this level apply. All behaviors that violate city, state and federal laws will be reported to the appropriate law enforcement agency.

## **WEAPONS POLICY**

Students are forbidden to possess, handle, transmit or use any instrument in the school, on school grounds or at any school-related event off-campus, which is considered a weapon and/or incendiary or explosive device. Students will be in violation of this rule if they have these weapons or devices in their car parked on campus. Examples include, but are not limited to, knives, any type of gun, electrical zappers, chains, metal knuckles, fireworks, explosives or other chemicals. Weapons and look-alikes will be confiscated, and law enforcement will be immediately contacted. Illinois law states that possessing a bludgeon, metal knuckles, knives or tear gas is a Class 4 felony.

Students who violate this policy will be subject to immediate suspension. Pending investigation by the Principal, proceedings for dismissal from Resurrection College Prep will begin immediately.

## **OTHER BEHAVIORS**



### Off- campus behavior

Off-campus behavior that contributes to on-campus conflicts or violation of school rules will be addressed by the Dean's Office. Additionally, behavior outside of school reflects on the reputation of the school. A pattern of student inappropriate off-campus behavior will result in consequences that may impact continued enrollment or other disciplinary sanctions, as warranted to maintain a safe and respectful school environment.

### Tobacco Use and Possession

Federal Law and the City of Chicago ordinance prohibit possession and use of any tobacco and tobacco-related products at Resurrection College Prep. Tobacco product means any product in leaf, flake, plug, liquid, or any other form, containing nicotine derived from tobacco, which product is intended to enable human consumption of the tobacco or nicotine, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. The act of smoking is defined to include possessing lit smoking materials, holding cigarettes or cigars or preparing to smoke. Students may not be in possession of any tobacco product, e-cigarettes, vaping pens and related paraphernalia, on school grounds or within 1 mile of school property. Electronic cigarette means any electronically actuated device which in operation causes the user to exhale any smoke, vapor, or other substance other than those produced by unenhanced human exhalation. "Electronic cigarette" includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or under any other product name or descriptor. Students violating this rule will have their tobacco product or paraphernalia confiscated. Consequences include parent notification and a possible one-day, in-school suspension.

## SECURITY AND SAFETY

### Safe and Respectful Environment

Resurrection College Prep High School strives to provide a safe, secure, and respectful environment for young women entrusted to its care. Students are to report any instances where they have experienced a breach in safety and security or any situations in which they feel unsafe. Such reporting can be made to a school counselor, the Dean or another member of Administration.

### Building Security

Building security is highly important and everyone's responsibility. Therefore, everyone is strongly encouraged to alert a school staff member to anything that is unusual or suspicious. **If you see something, say something.** As a reminder, all visitors must enter through the Main Office. **Doors are never to be opened for visitors — signs on outer doors direct visitors to the Main Office.**

### Building Access

- The school building is open from 7 a.m. to 4 p.m.
- Students entering the building before school are to use door #8, which is to the left of the gym entrance. Once school the school day has started, students must enter the building through the Main Entrance.
- Students are to use only doors #3 and #8 to exit the building.
- Other doors are not to be used as exits. Exiting the building through the #5 and #6 doors will lead to an enclosed, locked area of the campus which offers no ability to leave that area. Therefore, doors #5 and #6 are to be used only in an emergency situation.
- Students remaining in school after the school day ends are to be under the direct supervision of a faculty or staff member.
- The academic area of the building closes at 4:15 p.m. This area will be locked. Therefore, students will not have access to their lockers

after 4:15 p.m.

- Students are encouraged to have their rides pick them up before 4 p.m. Students waiting for a ride after 4 p.m. are to wait outside the Main Office by door #1.

### Deliveries to Students

For the safety of students, only parents may drop off sack lunches, books or other items necessary for the school day in the Main Office. The Main Office staff will notify the student to pick up the items left there for her. Deliveries to students of flowers, gifts or food from commercial restaurants are not accepted by the Main Office Staff for students.

### Emergency Drills

The school regularly conducts mandatory safety drills. Students are expected to remain quiet and follow directions of the staff. Drill procedures and evacuation routes are posted in every classroom.

### School Closings/ Late Start

Should severe weather conditions warrant that Resurrection College Prep is closed or following a late start schedule, a call from school through the SchoolMessenger program will be sent to students' home phone numbers. Additionally, students are advised to view Schoology, the school Facebook page and the school's website, as well as listen to radio/TV stations.

Occasionally, severe inclement weather or an emergency requires the closing of school before the expected dismissal time. In the event of such a closing, students will be advised to call their parents. The school also will send a message to students' parents through the SchoolMessenger system.

### Visitors

Resurrection College Prep and its grounds are considered private property. Access is granted to currently enrolled students, employees, and those with legitimate school business. All visitors to the

building must enter through the main entrance and go directly to the Main Office. Those with legitimate business will receive visitor passes. Students from other high schools will not be allowed to visit during the school day.

## STUDENT INFORMATION

### Lunch

- Freshmen and Sophomores have lunch during Lunch A. Juniors and Seniors eat lunch during Lunch B.
- Students may bring a lunch or may purchase a lunch from the cafeteria service.
- Cafeteria service is provided through Quest Food Services. A variety of sandwiches, salads, and entrees are available.
- A Quest account can be established so that the student can use her ID to purchase items. Forms to establish a Quest account are available in the Main Office or from the cafeteria manager.

### Library Services

- The Library is open on Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 4 p.m. It is open on Wednesday from 7:30 a.m. to 2 p.m. unless otherwise noted.
- Check the Library Schoology page for updates on new books, library hours, as well as access to online resources and databases.
- Books and other materials can be checked out with a school ID. Most materials can be checked out for 2 weeks at a time. Late books will be charged at a rate of 10 cents per day.
- If a student forgets her Chromebook, she can check out a loaner in the library for the school day. The first time a student checks out a loaner she will not pay a fee, but she will be charged \$5 for subsequent loaner check outs. Students will pay a \$5 per day late fee if they do not return their Chromebook at the end of the school day.
- The library has books, DVDs, and games available to check out. In addition to books that

are useful for school work, we have an extensive fiction and graphic novel section.

- Students who have a request for a book or other items the library currently does not have are encouraged to talk to the librarian.
- The library is open during both seminars. Students will need to get a pass from the teacher who assigned the project/homework which requires library use (not the student's seminar teacher).
- Group work is encouraged in the library, but the library should be a quiet working environment.
- Students can print from the desktop computers in the library. Please limit printing to school-related assignments. When printing slides, print 6 slides per page. Color printing is 25 cents a page. Photocopies are 10 cents a page. Scanning is free.
- Student should ask the librarian for any assistance in locating materials, book suggestions, help with research, and other print or electronic resources.

## **TECHNOLOGY AND ACCEPTABLE USE POLICY**

All students who enrolled at Resurrection College Prep and their parents have agreed to the Technology Use and AUP through the act of registering.

All use of electronic information systems shall be consistent with Resurrection College Prep's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This policy does not attempt to state all required or proscribed behavior by students. The failure of any student to follow these terms may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Access to Resurrection College Prep's electronic information systems must be for the purpose of education or research and be consistent with the educational objectives of the school. School officials may monitor any use of electronic

information systems.

### **Specific AUP/Technology Use Expectations and Consequences for Technology Misuse**

Resurrection College Prep High School aims to prepare students to be successful and ethical citizens who can manage the challenges of a complex global community. By providing an instructional program that integrates technology into learning and teaching, students will experience greater access to information and resources, become independent learners, and discerning Internet users.

Resurrection College Prep provides students with access to its computers for electronic mail, the Internet and other educational computer applications. The Acceptable Use policy (AUP) sets guidelines for using technology on and off campus.

The use of the school's computers and the Internet is a privilege, not a right. Unacceptable, unauthorized or illegal use of the Internet will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if her action violates the mission and values of Resurrection College Prep.

Resurrection College Prep reserves the right to monitor all computer users' activities. Illegal or inappropriate blogging or social behavior, including cyberbullying, is a violation of the AUP and discipline code. Any intentional or unintentional use of technology, including on-line behavior, which causes physical or emotional harm to another is inconsistent with Christian values and Resurrection College Prep's mission. Students violating the AUP will face disciplinary actions, including, but not limited to, verbal warning, suspension of computer or other electronic device privileges, in or out of school suspension, referral to the Behavior Review

Board or expulsion, depending on the degree of severity.

**Unacceptable use of electronic communication and information systems on and off campus:**

- Breaking any laws, federal or state, through illegal use of the Internet, our network or technology.
- Use of the Internet for hate mail, discriminatory remarks, cyberbullying, and offensive or inflammatory communication.
- Use of the Internet to access sites that contain obscene material that is harmful to students.
- Engaging in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another's work or ideas as one's own work, submitting others' work (print, electronic or oral) in whole or part without thoroughly citing its origin or use of copyrighted materials.
- Gambling or sexting; posting libelous, slanderous or defaming materials; or posting anonymous, harmful messages on Web sites.
- Using another's account or password.

**Unacceptable use of electronic communication and information systems on campus includes, but is not limited to:**

- Using the Internet/network for non-school related work, including games and game sites.
- Using unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Students will check email during study or lunch periods.
- Accessing or editing social networking Web sites.
- Using the network in such a way that disrupts other community members' use of the network.
- Engaging in, encouraging, or concealing from authorities any "hacking," unauthorized tampering, or other unauthorized use or deliberate disruption of computers.

- Using technology capabilities for cheating.
- Using technology capabilities for communication with other students unless permitted by a teacher.
- Disclosing their address, phone numbers, and other personal information for themselves and other Resurrection community members.
- Using any Resurrection College Prep material, electronic or print, for the student's own purpose.
- Misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Resurrection College Prep High School.
- Installing unauthorized or illegal software, intentionally deleting or damaging files belonging to others or the network.
- Uploading or creating computer viruses.
- Deliberately damaging equipment, systems and software resulting from acts, including unauthorized access to resources or equipment of Resurrection College Prep High School.
- Accessing, storing or printing files that contain pornography, obscenity, racism or use of language that degrades self or others.
- Using the Internet for commercial purposes or profit.
- Wastefully using limited resources such as printing multiple copies of any material.
- Intentionally or unintentionally accessing an account designed for Resurrection employee use only.
- Using an encryption device to restrict or inhibit access to the student's electronic mail.
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Failing to obey school or classroom technology use rules;
- Use of school or personal electronic devices to perform unethical actions including, but not



limited to, academic dishonesty, unauthorized collaboration, or plagiarism; and,

- Using electronic information systems while privileges are suspended or revoked.

**Consequences (depending on the severity of the offense):**

- First violation -- verbal warning to the student, which will be documented in the Dean's Office
- Second violation -- loss of computer privileges for a week
- Third violation -- loss of computer privileges for the remainder of the semester

The Administration reserves the right to sanction a student if the first offense is a severe breach of conduct.

**Electronic Privacy, Confidentiality and Public Records Considerations**

Resurrection College Prep High School will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for communication of sensitive or confidential information. Because of the nature and technology of electronic communication, Resurrection can assure neither the privacy of an individual user's use of Resurrection College Prep High School's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

To the extent permitted by law, Resurrection College Prep High School reserves the right to access and disclose the contents of electronic mail without the consent of the user. Resurrection will do so when it believes it has a legitimate business or educational need and only after explicit authorization is obtained from the appropriate Resurrection College Prep High School authority. Further information regarding the privacy and confidentiality of the Resurrection College Prep electronic mail systems is available in

the complete AUP published on the school's website.

**Schoology Code of Conduct**

Schoology is an educational application that provides students with an opportunity to communicate about class activities and materials with other classmates and the teacher. All students at Resurrection must adhere to the following:

- I will use a profile picture that is appropriate for school use and make sure that I have appropriate legal permission to use (i.e. in the public domain).
- I will use posts to discuss school-related content only.
- I will use a respectful tone of voice when posting. All school rules and consequences related to harassment and intimidation apply.
- I will use appropriate grammar instead of texting language.
- I will not use my posts to promote personal websites or chat rooms.
- I will not use sarcasm, so as to avoid misinterpretations.
- I will not reveal any personal information about others or myself on Schoology. This includes telephone numbers, addresses, emails, etc.
- I will not post photos or videos of myself or classmates without permission. Any posted content will be appropriate for school use.
- I will not copy or reprint any student generated content out of the Schoology domain.

These policies are subject to change at any time. The most recent and complete version of the Resurrection College Prep AUP can be found on the school's website: [www.reshs.org](http://www.reshs.org).

**STUDENT SERVICES**

Student Services consists of the School Counselors, the Dean's Office, the Attendance Office, the Rankin Program and the Practicum Program. These staff

members provide assistance to students in regard to academic and personal needs.

### **The Attendance Office**

The Attendance Office is open from 7:15 a.m. to 3:15 p.m. Students must go to the Attendance Office to

- arrange a parent-authorized early dismissal if they wish to leave school before the end of their school day;
- arrange a parent-authorized late arrival;
- report after returning to school following an absence;
- submit doctor's notes for an extended absence to be considered excused.
- ID and lanyard replacement

Other reasons a student would go to the Attendance Office include

- seeking assistance if she feels sick
- resolving attendance or tardy matters
- making a call to a parent
- checking for lost items

### **The Dean's Office**

The Dean's Office assists students with

- attendance and tardiness concerns
- locker issues
- parking lot permits and parking lot issues
- senior early dismissal forms
- student activities and clubs
- student behavior concerns

### **School Counselors**

School Counselors are available from 7:30 a.m. to 3:15 a.m. each school day.

In conjunction with the overall philosophy of Resurrection College Prep, the School Counselor aids in the development of each student to her fullest potential. School Counselors promote the academic,

social/personal, and college/career development of each student. Students generally are assigned the same school counselor for a four-year period.

The role of the school counselor is to help each student make a successful transition into high school and to plan an academic program suited to her individual needs and academic goals. Counselors help students recognize their strengths, identify interests, explore possibilities, and accept personal responsibility. Counselors encourage students to develop the skills necessary to make wise choices as they actively engage in decision-making and/or problem-solving process. The College counselor guides juniors and seniors through the college application process and provide information on scholarships and financial aid.

## **STUDENT ACTIVITIES**

### **Athletics**

Information about the variety of athletic opportunities for Resurrection College Prep students can be found on the school website at [Athletic Department Handbook](#). All athletes are expected to follow the Athletic Code of Conduct, as well as policies outlined in the Student and Parent Handbook. The IHSA Policies can be also found on its website [www.IHSA.org](http://www.IHSA.org)

### **Co-Curriculars**

Resurrection College Prep supports student clubs and organizations, recognizing them as an important component of the school's co-curricular educational program. The school's mission is furthered by clubs and organizations which

- provide student leadership development;
- encourage participation in service opportunities;

- identify and foster students' God-given talents through each club's activities;
- allow students to meet peers who share similar interests, thereby promoting positive social interactions.

#### **Club offerings are determined by**

- support of the school's mission and appropriateness of the club focus;
- sufficient student interest in the club;
- availability of adult leadership with formal education and/or sufficient experience to qualify them to oversee the club's activities and learning of the members.

#### **Enrollment in Co-curriculars**

- Students may join up to three clubs that meet during Activity Days throughout the school year (one club per Activity Day).
- Membership is annual. The only carryover of members from the preceding year is the officers who were elected the preceding spring.
- Club sign-up is held at the beginning of each school year.
- Each club has a specified number of members it can register, determined by the club's moderator.
- The minimum number of student members required for a club is 10.
- Students are expected to attend all the meetings for the co-curriculars in which she is a member. Missing more than one club meeting may result in a student's removal from the club without any refund of dues.
- Students may be removed from a club if the moderator believes the student's behavior during meetings is disruptive or disrespectful.

#### **Dues**

Each club establishes dues to cover the cost of materials for club activities and other purposes. Club moderators and the officers determine the method of collection.

#### **Proposing a new co-curricular activity**

Students or staff interested in beginning a new club propose the club to the Dean of Students. The club proposal would show that the club has a purpose consistent with the mission of the school and that there is sufficient student interest in forming the new club. Approval of the club is based on availability of a qualified moderator and room in the club rotation.

#### **Termination of a co-curricular activity**

A club will not be offered for the school year under the following circumstances:

- if membership is less than 10 members
- if a qualified moderator has not applied to moderate the organization

#### **Student Leadership**

It is considered a privilege to serve the school in a leadership capacity. Student leaders are expected to exhibit exemplary behavior and serve as role models. Therefore, student leaders who engage in any serious misconduct on or off campus, at any time, will resign their position. Serious misconduct includes, but is not limited to, violation of the school's academic dishonesty policy, alcohol/drug, and bullying policies. Officers also will be required to resign their position if they are placed on Academic Probation.

#### **Election of Officers**

Each co-curricular is to elect students as leaders. Elections are to be held in the spring of each school year.

Students seeking any office or leadership position must have a cumulative GPA of 3.5 for students from Class of 2018 from the semester immediately preceding the nomination/election. Students from the Classes of 2019, 2020 and 2021 must have a 2.0 cumulative GPA from the semester immediately preceding the election. Some organizations may require higher grade and eligibility requirements

which the student needs to know before running for an office.

**Leadership positions may include**

- President
- Vice President
- Secretary
- Treasurer
- Public Relations
- Other titles as relevant to the club
- Organizations may fill the offices they find necessary for their purpose.

**Removal of an officer:**

Officers who are not fulfilling the responsibilities of their office will be notified of the areas in which improvement is needed through a meeting with the moderator and in writing. The discussion will include the specific responsibilities which the officer must improve and the time frame in which the improvements must be made.

If an officer does not improve in fulfilling the responsibilities of her office, she will be notified in writing by the Dean of Students and the Club Moderator that she is being removed from a leadership position. She may still participate in the club as a general member.

If necessary, an election will be held to fill the vacant office.

**Handbook Amendments and Handbook Use**

The Administration of Resurrection College Prep retains the right to make amendments to this handbook during the course of the year. In the event that changes are made, the parents will be given notification of such changes in writing through regular mailings to the home. Handbook material and images, as well as the name of the school, shall not be reproduced without approval by the Resurrection College Prep Administration.



### Daily Red/White Schedule

Period 1/2	8:20 to 9:45
Period 3/4	9:49 to 11:09
Lunch A (Fr/So)	11:13 to 11:43
Seminar A (Jr/Sr)	11:13 to 11:58
Seminar B (Fr/So)	11:47 to 12:32
Lunch B (Jr/Sr)	12:02 to 12:32
Period 5/6	12:36 to 1:56
Period 7	2:00 to 3:00

Period 7 meets every day except Wednesdays. On Wednesdays, dismissal is at 1:56 p.m. and Period 7 is dropped.

### Activity Day Schedule

Period 1/2	8:20 to 9:45
Period 3/4	9:49 to 11:09
Lunch A	11:13 to 11:51
Seminar A	11:13 to 11:51
Seminar B	11:55 to 12:32
Lunch B	11:55 to 12:32
Period 5/6	12:36 to 1:56
Period 7	2:00 to 3:00

On Activity Days, students who do not have a club attend their usual seminar and lunch periods. Students who joined a club attend the club meeting during the assigned seminar period and eat lunch during the other available lunch period.

### 11:50 Dismissal Schedule

Period 1/2	8:20 am to 9:30
Period 3/4	9:34 am to 10:40
Period 5/6	10:44 pm to 11:50

### Liturgy Schedule

First Block (Period 1/2) then Liturgy	8:20 to 10:40
Period 3/4	10:45 to 11:35
Lunch A/Seminar A	11:40 to 12:20
Lunch B/Seminar B	12:25 to 1:05
Period 5/6	1:10 to 2:00
Period 7	2:05 to 3:00

If Liturgy is on a Wednesday, 7th period is dropped and dismissal is at 2 p.m.

### Pink Day Schedule

Period 1	8:20 a.m. to 9:10
Period 2	9:14 a.m. to 9:54
Period 3	9:58 a.m. to 10:38
Period 4	10:42 to 11:22
Lunch A (Fr/So)	11:26 to 11:56
Seminar A (Jr/Sr)	11:26 to 12:14
Seminar B (Fr/So)	12:00 to 12:48
Lunch B (Jr/Sr)	12:18 to 12:48
Period 5	12:52 to 1:32
Period 6	1:36 to 2:16
Period 7	2:20 to 3:00

**Wednesday Pink Day Schedule**

Period 1	8:20 to 8:55
Period 2	8:59 to 9:32
Period 3	9:36 to 10:09
Period 4	10:13 to 10:46
Lunch A (Fr/So)	10:50 to 11:20
Seminar A (Jr/Sr)	10:50 to 11:35
Seminar B (Fr/So)	11:24 to 12:09
Lunch B (Jr/Sr)	11:39 to 12:09
Period 5	12:13 to 12:46
Period 6	12:50 to 1:23
Period 7	1:27 to 2:00

**Late Start Schedule**

Period 1/2	9:24 to 10:24
Period 3/4	10:28 to 11:28
Lunch A (Fr/So)	11:32 to 12:08
Seminar A (Jr/Sr)	11:32 to 12:12
Seminar B (Fr/So)	12:12 to 12:52
Lunch B (Jr/Sr)	12:16 to 12:52
Period 5/6	12:55 to 1:55
Period 7	2:00 to 3:00

### Pink Day/Aspire Testing Schedule

Period 1	8:20 to 9:10
Period 2	9:15 to 10:05
Period 3	10:10 to 11:00
Lunch A (Fr/So)	11:05 to 11:35
Seminar A (Jr/Sr)	11:05 to 11:35
Seminar B (Fr/So)	11:40 to 12:10
Lunch B (Jr/Sr)	11:40 to 12:10
Period 4	12:15 to 1:05
Period 5	1:10 to 2:00
Period 6	2:05 to 3:00

### Semester Exam Schedule

1st exam day: period 6 exam	8:30 to 9:30
1st exam day: period 7 exam	9:45 to 10:45
2nd exam day: period 1	8:30 to 9:30
2nd exam day: period 3	9:45 to 10:45
2nd exam day: period 5	11:00 to 12
3rd exam day: period 2	8:30 to 9:30
3rd exam day: period 4	9:45 to 10:45

On exam days, students do not report for study periods. The academic section of the building is inaccessible while an exam is in progress. Students may study in the cafeteria or library during an exam period if they do not have a test. Students are dismissed after their last exam. If a student do not report for the first exam period if they do not have a test.