



**Resurrection**  
COLLEGE PREP HIGH SCHOOL  
*Caritate et Veritate*

## **Academic Handbook 2019-2020**





### **Mission**

Resurrection College Prep High School is a Catholic Christian community dedicated to the education of young women, and to the development of their God-given talents. Convinced of God's unconditional love and nourished by the Risen Lord Jesus Christ, we are committed to the spiritual, ethical, intellectual, physical and social growth of our students.

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When developing these academic policies for Resurrection College Prep High School, the leadership team wrote the handbook as clearly and as explicitly as possible. Nevertheless, during the course of the school year, new and unusual situations may arise; therefore, the leadership team reserves the right to amend these policies as necessary during the school year. ***The Principal, as final interpreter of all academic policies, may waive any academic policies in the handbook if deemed in the best interest of fairness and justice.***

## Curriculum

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Resurrection College Prep High School High School is a college preparatory school with more than 100 available academic courses. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. While at Resurrection College Prep, students must maintain a cumulative academic Grade Point Average (GPA) of 1.0 or better and successfully complete a minimum number of credits each year. Otherwise, if these goals are not met, they will be placed on Academic Probation. The curriculum at Resurrection College Prep High School has been developed by the Academic Council under the direction of the Principal, Assistant Principal for Instruction, Assessment and Technology and the Assistant Principal for Curriculum and Academics. The curriculum is multi-layered, offering academic classes, as well as Advanced Placement and Honors classes, for those who qualify. An Instructional Support program is offered to students with documented learning differences. Please see the annual [Curriculum Guide](#) for specifics on course offerings and expectations. The approved curriculum is designed to be completed in 8 semesters.

### Courses

Each student is required to take a course load that results in a minimum of six and a half credits per year. Counselors will closely monitor a student's choice of courses to avoid the student becoming overloaded in her academic curriculum. Students are expected to be proactive and take responsibility for their own academic progress. Students may drop/add non-required courses **within the first two weeks** of each semester, provided that permission is given by both the parent/guardian and the Assistant Principal for Curriculum and Academics, and the change can be accommodated within the master schedule. Further, required courses (as well as those non-required after the deadline and any course lane change such as College Prep to College Prep Honors) may be dropped/added with the approval of the Principal who will seek guidance from the student and her parent/guardian, counselor, and the Academic Council sub-committee on Policy, Procedures, and Oversight. Please use the [Drop/Add Course Form](#) for this process.

## **Scheduling**

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Our goal is to ensure that students are appropriately placed in courses that best match their abilities, challenge and develop their skills, foster goals, and are aligned with their college acceptance requirements. After students receive an approved course selection list, they are guided through a registration process. Once that takes place, school administration will make adjustments to the master schedule, and student schedules will be generated by our school scheduling software. Selection of specific teachers is not permitted. Current students participate in the scheduling process in January-March. Incoming students do so at their registration meeting in March/April. Please consult the annual Curriculum Guide for specifics on the registration process.

## **Homework for Absent Students**

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Regular school attendance is both critical and expected. Resurrection College Prep High School expects all students to be in school, prepared, and on time every day that school is in session. We do recognize that there are legitimate occasions in which a student cannot or should not attend classes. Students who are absent from school for excused or verified reasons (illness, medical release/appointment, school business, game, court appearance, or funeral) can stay current on assignments by accessing Schoology. Students who miss school for excused/verified reasons are afforded the number of days they were absent to make up and turn in work that was assigned in their absence. Students who miss school for unexcused reasons (truancy, vacation, etc.) may not be granted the same opportunity to turn in work assigned in their absence. Please note that in some cases, student participation may suffer because the student is not present. In those cases, the student may earn a zero for that activity regardless of whether he was excused or unexcused. Students with frequent absences may see a significant negative effect on their grade. See the Student Handbook for specifics on how missing work is affected by absences and under what circumstances students can turn work in late for full credit.

## **Final Exams**

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### **General**

All final semester exams must be taken at the regularly scheduled times. Students who miss a regularly scheduled semester exam without permission will earn an "F/0%" grade for that exam. Semester exams represent 20% of the semester grade. In rare cases, a student may fall ill on the day of a final exam. A parent must call the Attendance Office at 773.775.6616 Ext. 118

to verify the student's illness. Students who miss a final exam due to illness must make arrangements with the Assistant Principal for Curriculum and Academics to make up the exam.

Students and parents are encouraged to avoid rescheduling final exams unless it is absolutely necessary to do so. If a student must miss a final exam for a planned, verified, legitimately excused reason (medical appointment that cannot be rescheduled, death of a family member, mandatory court appearance, etc.), the student and parent must submit a Request to Reschedule Final Exam form available from the Assistant Principal for Curriculum and Academics. Students will present the form to the course teacher for their signature, indicating that they are aware that the exam will need to be rescheduled. They will then submit the form to the Assistant Principal for Curriculum and Academics for review. If approved, specifics on the next steps (including date of retake) will be communicated via the Assistant Principal.

### **Senior Students**

Senior students may earn an exemption from the Spring Semester Exam provided that, by the second Friday in May, they have a grade equal to or higher than a 92.5% in the course and are not on any probation. No student may be added after the above mentioned date.

Please note that the student missing a regularly-scheduled final exam may be required to take the exam early or to return after the last day of school to make up the exam. It is the responsibility of both the faculty member and the student to make certain that the above criteria are met before exemptions are made public.

### **Advanced Placement Students**

The College Board's AP courses are college-level classes in a wide variety of subjects that students can take while still in high school. They offer challenging coursework and a taste of what college classes are like. When a student takes an AP course, she has the opportunity to take the AP Exam in that subject. AP Exams are given in May and are two- to three-hour tests made up of multiple-choice and free-response questions. The exams are scored on a scale of 1 to 5. AP courses are more demanding than traditional high school classes. Most AP courses are similar to first-year college courses. A student can succeed in them if you put in the time and effort.

With that being said, the following guidelines are in place for students enrolled in approved, Resurrection College Prep High School AP courses:

1. Students will take the AP exam on the scheduled date in May as the school views this exam as the capstone, summative experience for the course.
2. For those students who take the AP Exam, the Spring Semester course final is waived. If a student does not sit for the exam due to absence, but registers for the make up exam

in June, they will take a course final that is weighted following the department standards. Once we receive proof that the exam has been taken, the final exam grade will be removed and the student will be exempt. If they do not take the make-up, for whatever reason, the course final exam will count.

3. A student is excused from attending her classes on the date that she takes an AP exam, provided that prior to the exam, a parent has notified the Attendance Office.

## **Class Learning Plans**

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All teachers distribute Class Learning Plans at the beginning of each school year. These plans will include the following:

1. Course Specific Academic Policies (i.e. extra credit policy, department late work policy, expectations that are not stated in this handbook which reflect the unique nature of a specific course, etc.)
2. General Assessment Expectations (i.e. frequency of major assessments, general point values for assessments, etc.)
3. How to contact the teacher, when to expect a response, and action steps to take in the event no response is received.
4. How the teacher will use Schoology
5. Course Specific Behavior Policies that are in line with the Student Handbook.

## **Graduation Requirements**

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The course of study at Resurrection College Prep High School is a four-year program. All required courses must be taken at Resurrection College Prep High School or Resurrection College Prep approved secondary institution. All the credits outlined below must be earned in order for a senior to participate in the graduation ceremony and receive a diploma. Students who do not earn the required credits will be unable to participate in the Baccalaureate Mass and the Commencement Exercises unless a waiver is granted by the Principal in extraordinary circumstances.

1. By the end of senior year, students must accumulate a minimum of 25 credits to be eligible for graduation.
2. It is the responsibility of students to be aware of graduation requirements and also to be certain that their academic program satisfies the requirements. It is also the responsibility of students to review their class schedules to be certain they are scheduled for the required courses.
3. Students in Illinois must pass examinations on the U.S. and Illinois Constitutions to graduate.

4. Students must earn a D- or higher in all core courses in order to graduate. For non-core courses, they must earn at least a D- to receive credit.

**Table of Graduation Requirements**

CLASS OF 2020-22	CLASS OF 2023 onward
4 English	4 English
4 Religion	4 Religion
3 Mathematics	3 Mathematics
3 Science	3 Science
3 Social Science	3 Social Science
2 World Languages	2 World Languages
1.5 Wellness	1.5 Wellness
1 Artistic Expression	1 Artistic Expression
½ Technology	½ Communication/ Financial Literacy
½ Speech	Combined with Financial Literacy
2 ½ Electives	3 Electives
25 Total	25 Total



## **Attendance and Credit**

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Resurrection College Prep High School maintains that it is the rigorous experiences implemented by the teachers, in which students are engaged in active reasoning about concepts, which assist students in mastering the expected standards. Students must attend school regularly to take advantage of these learning opportunities. Making up an assignment or educational experience does not offer the same value as participating in the experience with peers. However, in the interest of helping students progress toward mastery of the expected standards and learn course content, teachers shall provide opportunities to complete missed class work and tests or other appropriate equivalent assignments that can reasonably be provided.

Regular attendance in class is directly related to academic performance. Students who miss class for any reason may find their grades negatively affected by these absences. Resurrection College Prep High School's Attendance for Credit policy states that any student who accrues five (5) or more absences in periods 1-6 and seven (7) or more in period 7 (unexcused, verified, or excused) may be placed on attendance probation. Students with chronic absences may be required to meet with the Dean of Students and/or appear before the Behavior Review Board. Credit for a course may be denied to a student with excessive unexcused absences. Any potential long-term absences must be cleared by parents/guardians with the Dean and counselor of the student.

### **Request for Extended Absence**

Extended verified or excused absences may be granted exclusively by the Principal or designee (Assistant Principal for Curriculum and Academics). A request form for an extended absence must be secured by the parent/student from the students' counselor and submitted to the Assistant Principal for approval no later than five (5) school days in advance of the student's first day of extended absence, unless there is a family emergency or unforeseen event. Once approved, her counselor will coordinate with the student's teachers regarding assignments missed for the duration of the absence. Request for absences should be requested only in situations where it is absolutely necessary for a student to miss more than two days of school. Examples of approved request for absences include long illnesses (doctor's note), extensive medical procedures (doctor's note), serious injuries (doctor's note) or the death/funeral of an immediate family member. A student may be placed on a Resurrection College Prep High School Accommodation Plan upon return, at the discretion of the Assistant Principal. It must be noted that taking extended time from school for vacations, college visits, club athletic events or other similar reasons is strongly discouraged and may seriously impact the academic achievement of a student.

## Required Notification of Possible Failure

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Teachers have a responsibility to communicate with parents whenever student achievement is not commensurate with the expected standards identified for each course. Whenever a student is not meeting the expected standards of the course and/or there exists the possibility of course failure, the parent or guardian must be notified in one or more of the following ways, in addition to the weekly posting of grades to SDS, Parent Connect, and inclusion in the RtI process:

1. Notification of the risk of failing to a parent or guardian in the form of an email or phone call. This should take place before November 1/April 1.
2. The teacher may request a conference with the parent or guardian when it is evident that a student is in danger of failing a class. The refusal or failure of the parent or guardian to attend the conference or respond to the communication shall not preclude the course failure at the end of the grading period. The classroom teacher is responsible for notifying the parent and/or requesting a conference.
3. The counselor or Assistant Principal for Curriculum and Academics can also request a conference to discuss a student's academic status.

## Report Cards and Progress Reports

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Progress reports enable parents and students to identify areas where improvement is needed and where the student is in danger of not meeting the expected standards for any given class. Parents, students, and faculty will work cooperatively to ensure that the student has every opportunity to achieve the class-expected standards. Progress reports are not mailed home but are available weekly on the parent access page of SDS. Report cards are posted twice during the school year (semester grades only). Final report cards are mailed home with the summer mailing. However, parents and students are encouraged to frequently monitor grades to keep track of student academic progress throughout the grading periods. If you have any questions or cannot access a report card, please contact the counselors.

## Semester Grades

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Both first and second semester grades are the product of averaging the semester course work (80%) and the semester final exam (20%). Consult a teacher's class management plan for specific details on whether a traditional final exam is given or not.

## Request for Final Course Grade Review

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All requests for grade review must be directed to the teacher who assigned the grade. Some teachers may not be available during the summer months; therefore, requests to review second semester grades may be processed in August after the teacher's return to school. If the grade discrepancy poses an immediate problem (especially in the case of a graduating senior requesting official transcripts) and the teacher cannot be reached, the student's counselor should be contacted before June 1st, and the Assistant Principal for Curriculum and Academics should be contacted after June 1st so that the grade review request can be addressed before August.

## Communication with the School

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When a parent has a concern or question about a student's progress, the teacher should be contacted first. If the problem in question has not been resolved satisfactorily, the appropriate counselor should be contacted to set up a meeting with all parties concerned. If the concern is teacher-related, please contact the counselor. It is important that parents follow the protocol before contacting the Principal. Parents with questions or concerns about a student's grade or classroom experience should contact staff members according to the following protocol:

1. Teacher of the course
2. Student's Counselor
3. Dean of Students (if behavioral) or Assistant Principal for Curriculum and Academics
4. Principal

We encourage parents to contact teachers as often as necessary to keep informed of their student's progress. Because teachers do not take calls during instruction time, it is somewhat difficult to reach a teacher immediately by telephone. Email is the most effective way of communication. Faculty email links are found on our website. When following the proper chain of communication, please allow a teacher 24 hours to respond to your message. All communication with one person in this process will be shared with the subsequent staff as needed.

## Course Failure

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When a student earns a grade of "F" in any course required for graduation, she may not repeat that course during the following school year. The course must be remediated by completing a summer school course at Resurrection College Prep High School or other approved provider during the summer. Students who wish to earn a diploma from Resurrection College Prep High School may not take more than three and a half (3.5) credits from an outside accredited

educational institution (including online classes) during their four years of high school unless there is an extenuating circumstance which has been previously approved in writing by the Principal. Transfer students will be allowed a prorated amount of additional transfer credits determined by the year in which they transfer. Students must obtain approval from the Assistant Principal for Curriculum and Academics before any course taken outside of Resurrection College Prep High School is honored.

A number of “continuation courses” are included in our class schedule; that is, courses in which the material of the second semester is dependent upon the knowledge of that of the first semester. These courses include:

1. All mathematics coursework
2. Physics, Chemistry Biology
3. All World Languages
4. English 1 & 2

In the event that a student fails the first semester of one of these courses, she will continue in the course during the second semester, and if she earns a “C-” or better in the second semester, credit will be awarded for both terms. However, the grade from the first semester will remain on the transcript. If the student earns a grade below a “C-” in the second semester, she will need to remediate the Fall semester course in an approved program.

## **Enrollment Review for Adequate Annual Progress towards Graduation**

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At the close of each school year, the Assistant Principal and/or Dean of Students will examine the records of all students. Each student must meet specific requirements to ensure her preparation for graduation in the term specified by her start date. Any student who does not meet the following requirements by the end of the Spring semester will meet with the Principal, Assistant Principal for Curriculum and Academics, her assigned guidance counselor and parents to discuss the possibility of her return to Resurrection in the coming term. After the meeting, the student may be placed on Academic Probation that will specify terms of continued enrollment. If it is deemed that academic success is not likely, that student may be asked to withdraw from Resurrection College Prep High School before the next term begins.

<b>Class Level</b>	<b>Minimal Requirements for Advancement</b>
9th to 10th	6.5 credits including English 1, Math, Religion 1, Physics Service hours Retreat
10th to 11th	12-13 full credits including English 2, Math, Religion 2, History, Chemistry, Service Hours 10th grade retreat
11th to 12th	18-19 full credits including English 3, Math, Religion 3, History, World Language 1 Biology Service Hours Retreat
Graduation	25 full credits including those listed above as graduation requirements Service Hours (Class of 2020 exempt) Retreat

## Academic Probation

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A student is placed on Academic Probation when either of the following occurs:

1. A student fails one or more core courses (identified above) in a semester
2. A student whose cumulative GPA falls below 1.0
3. A student commits a third Academic Integrity offense
4. Any academic concern in which the Principal deems a probation to be in the best interest of the student.

If a student is placed on Academic Probation for failure of two or more courses, the student will lose the privilege of participating in any athletic or extracurricular activities for the semester in which the probation is active.

The period of ineligibility will officially begin when the Assistant Principal for Curriculum and Academics sends written notification to the student and her parent(s)/guardian(s), which will be placed in the student's file.

The period of ineligibility will remain in effect until the end of the probationary semester. Ineligibility may not apply to attending a school-sponsored retreat or field trip. Students on Academic Probation are required to complete all elements of the Academic Probation contract within the timeframe specified. Unless extraordinary circumstances, as determined by the Principal, are present, students will not be permitted to extend, modify, or repeat the terms of the academic probation. Students may not continue into a new academic year under probation from a previous year without a formal appeal process to the Principal.

## **Academics and Participation in Athletics**

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Students must have a 1.0 non-academic GPA (referred to as total GPA on the report card) in the most recent grading period to be eligible for participation in athletics or other co-curricular activities. At the completion of each semester, the semester grades will be used to determine eligibility. In some cases, activities require a higher GPA for participation. These athletic/activities eligibility GPAs include all courses taken for credit. If a student athlete falls below a 1.0 total GPA, she may be ineligible to participate.

If a student has a grade of “F” in any course as of the weekly grade posting, the student will be ineligible for athletic participation for the upcoming week.

## **Academic Dishonesty**

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Academic dishonesty occurs when a student attempts to obtain or assists another in obtaining credit for work which is not her own. Resurrection College Prep High School’s policies and procedures concerning academic dishonesty are intended to encourage academic integrity. Administrators, faculty, students and parents share the responsibility for promoting an atmosphere in which personal integrity and accountability are valued. Examples of academic dishonesty include, but are not limited to:

1. Use or possession of unauthorized notes, cheat sheets, marked hands and clothing
2. Improper use of devices such as, but not limited to, Chromebooks, iPads, cell phones, calculators
3. Plagiarism, unauthorized copying, improper citation, failure to cite sources and use of online translation sources; an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author
4. Allowing another student to copy from one’s own work
5. Failure to comply with rules and instructions regarding testing and assignments
6. Communicating class material/answers to another student during an exam or quiz;

7. Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher
8. Any other action as determined by administration

## **Academic Integrity Consequences**

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### **1st Offense:**

In the case of a first offense, the teacher will contact the Assistant Principal for Curriculum and Academics to see if this is the first offense for the student. If this is not, the Assistant Principal will advise the teacher on next steps. If it is the first offense, the teacher will meet with the student and notify her of the violation and the subsequent sanctions. Student-athletes will also be found in violation of the Athletic Code of Conduct and will be disciplined in accordance with the Athletic Handbook. *The teacher enters a grade of "0" for the plagiarized assignment/project/test. An opportunity to receive partial credit (up to 70%) on a makeup assignment will be at the **discretion of the teacher**.* If a teacher decides to not offer this opportunity, they must first obtain permission from the Assistant Principal for Curriculum and Academics. After meeting with the student, the teacher will notify the student's parent/guardian. The teacher will then forward the information, including proof of the infraction, to the Assistant Principal for recording.

### **2nd Offense:**

In the case of a second offense, the teacher will notify the Assistant Principal for Curriculum and Academics. At the direction of the Assistant Principal, a meeting will be held with the student, her parent(s)/guardian(s) and necessary faculty. The teacher will provide evidence of a violation for both the first and second offenses. The Assistant Principal for Curriculum and Academics will inform the faculty member, student, and parents/guardians of the sanctions to be implemented. Sanctions include, but are not limited to, loss of credit on the assignment in question with no option for redo or point regain, mandatory meetings with designated staff to discuss circumstances surrounding the event, and academic probation for the remainder of the term.

### **3rd/Subsequent Offense:**

In the case of a third offense, the faculty member is to contact the Assistant Principal for Curriculum and Academics and submit proof of the third/subsequent violations. At this point, the Assistant Principal will consult with the Principal, who will take the lead. The student, her parent/guardian, counselor and the Principal will meet within 48 hours of communication with the parent/guardian of the offense. Possible sanctions include, but are not limited to, removal

from any honor society, athletic and extracurricular ineligibility, immediate course failure, academic probation, and/or expulsion from Resurrection College Prep High School.

It is important to note that the above action steps are written for repeated offenses in the same course. However, if a student violates this policy in multiple courses within the same year, each offense will be treated in a cumulative fashion. For example, a student violates this policy in October in her period 1 class; the consequences and process outlined above for a first offense are followed. A first time violation takes place in December in her period 3 class. The Assistant Principal will determine appropriate steps.

## **Late Work**

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Due to the individual and diverse nature of high school coursework and assessment techniques, each Resurrection College Prep High School academic department will have a policy that governs all courses within the department. However, point penalties cannot apply to course assessments (Exams, quizzes, major paper/projects) or other assignments that are in excess of 15% of the overall term grade without prior approval from the Assistant Principal for Curriculum and Academics. Faculty will communicate their policy to the students in the Class Management Plan.

There are four parameters that must govern the individual policies as they pertain to late work due to student absence:

1. A student who is absent from a class session (i.e. the class meets on Red days and the student missed the previous Red day) must be given at least as many days to submit work assigned during the absence.
2. A student who is absent the day a significant assignment is due (one that would have taken in excess of a week to complete) is expected to submit the assignment the day she returns, unless the faculty member grants an extension.
3. A student who is absent the day before an assessment are expected to take the assessment upon their return. For extended absences (greater than one class session), an extension is to be offered. Additionally, material taught during the absence should not appear on the assessment. If it does, an extension is warranted.

In the case of extensions, no faculty member may grant an extension that is in excess of double the missed days without the approval of the Assistant Principal for Curriculum and Academics. For example, if a student is absent for three days, a six-day extension is the maximum allowed without previous administrative approval.



## Grade Scale, Quality Points, and Academic Recognition

<u>Grade Scale</u>	<u>AP</u>	<u>College Prep Honors</u>	<u>College Prep/CP with Support</u>
A+ 100-99	2.6658	2.4185	2.15
A 98-95	2.5	2.25	2.0
A- 94-93	2.331	2.081	1.85
B+ 92-91	2.106	1.856	1.65
B 90-87	1.9375	1.6875	1.5
B- 86-85	1.7685	1.5185	1.35
C+ 84-83	1.5435	1.2935	1.15
C 82-78	1.375	1.125	1.0
C- 77-76	1.206	.956	.85
D+ 75-74	.665	.665	.665
D 73-72	.5	.5	.5
D- 71-70	.35	.35	.35
F/WF 69 and below	0	0	0

### Other grades\*

S	Satisfactory	W	Withdrew no credit
I	Incomplete	P/F	Pass/fail course
WF	Withdrew Failing	MDX	Medically Excused from PE

Students may receive a grade of “W”, “WF” and “MDX” with the approval of the Principal. Students may receive a grade of “S”, “I”, “P/F” with the approval of the Assistant Principal for Curriculum and Academics. Grades of “I” will be issued with conditions. A grade of “I” must be

approved in advance of the semester conclusion. Forms are available with the Assistant Principal. Failure to rectify those described conditions within the allotted time frame will result in the grade converting to an “F”.

Students who have excelled academically during the semester receive special recognition through the honor rolls which are based on the semester, (not cumulative) GPA:  
GPA A 4-point

- Honor Roll 3 A honor roll 3.510 or higher
- Honor Roll 4 B honor roll 3.00 to 3.509

At the conclusion of each academic year, the top 10 ranking students in grades 10-12 and the 10 incoming freshmen who had the highest scores on the Entrance exam are named Res Scholars.