

PARENT & STUDENT HANDBOOK 2019 – 2020



DePaul College Prep

Fr. Gordon Campus

3633 N. California Ave

Chicago, IL 60618

www.depaulprep.org

773-539-3600

REFERENCE GUIDE

SCHOOL INFORMATION

Address: 3633 N. California Ave, Chicago, IL 60618
Website: www.depaulprep.org
Phone Number: 773-539-3600
Fax Number: 773-539-9158

DEPARTMENTS

PHONE

Admissions Office

Tom Kleinschmidt (*director*) 773-423-5037
Dan Galante 773-423-5015
Molly Oliver 773-423-5014

Advancement Office 773-423-5010

Assistant Principal 773-423-5039

Athletics' Office 773-423-5115

Attendance Line (*absence, early release, or tardy*) 773-423-5125

Business Office 773-423-5005

Dean's Office

April Greer (*freshman & sophomore students*) 773-423-5072
Joe Voss (*junior & senior students*) 773-423-5002

Finance Office (*tuition & financial aid*) 773-423-5040

Guidance Office

Katie Hassberger (*co-department chair*) 773-423-5006
Michael Sneed (*co-department chair*) 773-423-5096
Jennifer Crawford 773-423-5042
Nicole Pinella Kucera 773-423-5028
Nicole Rand 773-539-3600
Elizabeth Underwood (*learning specialist*) 773-423-5031

Main Office 773-539-3600

Nurse's Office 773-423-5041

President 773-539-3600

Principal 773-539-3600

Student Records (*transcripts or alumni records*) 773-423-5016

Technology Office 773-423-5036

OFFICE HOURS

Daily (*when school is in session*) **7:45 a.m. - 4:00 p.m.**

The office will be closed on legal holidays and religious holidays. Please refer to the DePaul College Prep School Calendar.

EMERGENCY CLOSING INFORMATION

www.emergencyclosings.com

www.depaulprep.org

ADMINISTRATION

Mary A. Dempsey, *President*
Megan Staton-Anderson, *Principal*
Stan Niemiec, *Assistant Principal*
April Greer, *Dean of Students (freshmen & sophomores)*
Joe Voss, *Dean of Students (juniors & seniors)*
Michael Sneed, *Counselor Department Co-Chair*
Katie Hassberger, *Counselor Department Co-Chair & College Counselor*
Theresa Allen, *Director of Technology*
Pat Mahoney, *Director of Athletics*
Lisa Pilcher, *Director of Finance and Operations*
Tom Kleinschmidt, *Director of Admissions*
Amy Golden, *Director of Institutional Advancement*
Flo Merkl-Deutsch, *Director of Missions and Values*
Chris Petersen, *Dean of Student Activities*

BOARD OF DIRECTORS

Peter Argianas, *Gold Coast Bank*
Brian Barkley, *Access One*
Jeff Bethke, *DePaul University*
Marty Collins, *DeLoitte*
Mary A. Dempsey, *President, DePaul College Prep*
Tom Harte, *Lockton Companies*
Joseph Haugh '84 - *Board Chair, First Bank of Highland Park*
Robert Karpinski - *Board Vice Chair, DePaul University*
Colleen Mueller, *DePaul Prep Parent - Class of 2020 & 2021*
Daniel Pape, *Hudson Parker Realty*
Dr. Barbara Rieckhoff, *DePaul University*
Fr. Christopher Robinson, *DePaul University*
Kelly Smith, *DePaul Prep Parent - Class of 2021*
Adam Stevenson, *ADROC*
Brenda Swartz - *Board Secretary, Concordia Place*
Fr. Gene Szarek, *Congregation of the Resurrection*



DEPAUL PREP

AGREEMENT

By enrolling your student at DePaul College Prep,
you and your student agree to follow all policies
and procedures outlined in this Parent & Student
Handbook.

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DEPAUL COLLEGE PREP – Mission, Vision, History

MISSION

DePaul College Prep provides a Catholic, challenging college-prep education for young women and men that:

- Empowers active and innovative teaching and learning through our DePaul University partnership.
- Inspires students through an academically rigorous learning environment.
- Builds confidence, inspires independent thinking and encourages students to strive for excellence intellectually, socially and ethically.
- Creates a welcoming, inclusive and supportive community of life-long learners.
- In Catholic tradition, grounds students in faith, respect, excellence and service.
- Develops leaders who challenge the present and enrich the future.

The DePaul College Prep graduate should reach a level of maturity that reflects self-responsibility for his or her own development. The graduate should demonstrate the habits of self-reflection on life experiences and be open and flexible to other points of view. Putting forth the effort to live up to one's full **potential** as a person and the ability to have empathy towards others should also be evident.

VISION

We strive to create an educated, compassionate and just world, one student at a time.

CORE VALUES

FAITH

RESPECT

EXCELLENCE

SERVICE

DEPAUL COLLEGE PREP

DePaul College Prep is a co-ed, Catholic college preparatory high school sponsored by the Congregation of the Resurrection which operates in academic partnership with DePaul University. DePaul College Prep is a special place because of all the dedicated people associated with it. Students, faculty, parents, friends and alumni have all contributed to the excellence that this institution has attained. Its great traditions continue today because of the high expectations its students live up to, day in and day out.

A student's registration at DePaul College Prep is an expressed agreement, on the part of that student and on the part of that student's parent(s) or guardian(s), to comply with the regulations of the school outlined in this handbook. Students, parents and guardians must be familiar with the contents of these regulations. DePaul College Prep reserves the right to review unsatisfactory conduct with a view to suspension and/or expulsion.

School Overview

DePaul College Prep, located on the Father Gordon Campus, is a coeducational college preparatory Catholic high school offering Chicago's college-bound students a 21st century approach to education and a close-knit school family that values each student as a person of promise and potential.

Located in the heart of the city's north side, DePaul College Prep is a school with deep roots in the community -- and a bold vision for the future. A unique partnership with DePaul University drives and defines this vision. By extending its educational expertise in the areas of curriculum, technology, college counseling and dual enrollment, DePaul College Prep's faculty, staff, and students benefit immensely from the DePaul University partnership. Together, these two institutions are forging a new path to equip students for the challenges of a changing world while grounding them in the timeless values of the Catholic tradition.

General Information

DePaul College Prep has a rich history filled with traditions built around its mission and values. DePaul College Prep develops young people not only to be aware of the religious and ethical dimensions of living, but also to appreciate the human person. DePaul College Prep emphasizes the serious pursuit of study and lifelong learning by emphasizing the classical approach in its curriculum; it underscores a sense of community and loyalty while preparing its young people for academic pursuits at the college level and beyond.

DePaul College Prep's overall mission remains constant. We will continue to emphasize our traditions and values which must be an integral part of every DePaul College Prep's student's experience. Excellence and competitiveness will be important values to be attained in all that DePaul College Prep undertakes in its academic, athletic and other extracurricular endeavors. Priority will continue to assure that appropriate resources are secured and maintained to meet DePaul College Prep 's goals and to assure that its mission is adhered to.

THE STORY OF ST. VINCENT DEPAUL

Our Patron Saint

Vincent DePaul was born in 1581, in a remote village in France when France was plunged in abject misery. The nation was torn apart by religious and civil strife, with many of its people living in poverty and destitution. Vincent was born into a poor family, but he showed piety and intellectual ability as a boy. By hard work and sacrifice he achieved the priesthood and a degree in theology at the unusually young age of twenty. At the beginning of his priesthood he did not have any great ambitions. He became a chaplain to Queen Margaret of Valois and was also an abbot in a small abbey. On a visit to Paris, he met Cardinal Berulle, founder of the French Oratorians. It was through Cardinal Berulle's influence that Vincent began to see his priesthood in a new light. He became tutor to a wealthy family, and gradually became aware of the terrible spiritual state of the peasants of France. He then quit his comfortable chaplaincy and became a pastor.

Returning to Paris, Vincent became an itinerant pastor. Throughout his life, Vincent was to pursue the same policy; his heart was with the poor, and with the alleviation of their sufferings. In order to achieve this, he saw that he must have help and protection of the rich and powerful, and this he was not slow to seek. In the midst of his work, St Vincent de Paul became friends with St Frances de Sales and St Jeanne de Chantal, and was chaplain to the Visitation nuns in Paris. When Jansenism (the heresy of predestination) arose in France, Vincent became its most vigorous opponent and was largely responsible for its defeat. At this time, he knew a number of priests interested in working among the poor country people. In 1626, he gathered them into a religious congregation, the Congregation of the Mission. In 1632, the priory of Saint-Lazare, given to the Congregation, became its chief house. Thus, the Fathers of the Mission are sometimes called Lazarists, but sometimes called Vincentians, after their founder. They were trained and sent by Vincent into neglected country districts of France, but before his death were established in other countries too.

In 1633, with the help of St Louise Marillac, he founded the Daughters of Charity, dedicated to work among the poor. Twenty-five years later, in 1658, he completed the rules for his congregations. With the death of St Louise Marillac in 1660, he realized that his work was over. He died on September 27, 1660, and his body lies at the motherhouse of his congregation in Paris. Few saints have ever been so loved as he; few have so perfectly filled their whole lives with Christ's own love for all mankind, with Christ's compassion for the multitude.

ACADEMIC LIFE

BELL SCHEDULES

REGULAR SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Regular Schedule <i>(45 minute classes)</i>	Regular Schedule <i>(45 minute classes)</i>	Late Start w/advisory <i>(35 minute classes)</i> <i>(Teacher PD 7:30 - 8:45)</i>	Regular Schedule <i>(45 minute classes)</i>	Regular w/advisory <i>(40 minute classes)</i>
Announcements 8:10am – 8:15am	Announcements 8:10am – 8:15am	First Period (A) 9:00am – 9:35am	Announcements 8:10am – 8:15am	First Period (A) 8:10am – 8:50am
First Period (A) 8:15am – 9:00am	First Period (A) 8:15am – 9:00am	Advisory/ Announcements 9:40am – 10:15am	First Period (A) 8:15am – 9:00am	Advisory/ Announcements 8:55am – 9:40am
Second Period (B) 9:05am – 9:50am	Second Period (B) 9:05am – 9:50am	Second Period (B) 10:20am – 10:55am	Second Period (B) 9:05am – 9:50am	Second Period (B) 9:45am – 10:25am
Third Period (C) 9:55am – 10:40am	Third Period (C) 9:55am – 10:40am	Third Period (C) 11:00am – 11:35am	Third Period (C) 9:55am – 10:40am	Third Period (C) 10:30am – 11:10am
Fourth Period (D) 10:45am – 11:30am LUNCH	Fourth Period (D) 10:45am – 11:30am LUNCH	Fourth Period (D) 11:40am – 12:15pm LUNCH	Fourth Period (D) 10:45am – 11:30am LUNCH	Fourth Period (D) 11:15am – 11:55am LUNCH
Fifth Period (E) 11:35am - 12:20pm LUNCH	Fifth Period (E) 11:35am - 12:20pm LUNCH	Fifth Period (E) 12:20pm – 12:55pm LUNCH	Fifth Period (E) 11:35am - 12:20pm LUNCH	Fifth Period (E) 12:00pm – 12:40pm LUNCH
Sixth Period (F) 12:25pm–1:10pm LUNCH	Sixth Period (F) 12:25pm–1:10pm LUNCH	Sixth Period (F) 1:00pm – 1:35 pm LUNCH	Sixth Period (F) 12:25pm–1:10pm LUNCH	Sixth Period (F) 12:45pm–1:25pm LUNCH
Seventh Period (G) 1:15pm - 2:00pm	Seventh Period (G) 1:15pm - 2:00pm	Seventh Period (G) 1:40pm - 2:15pm	Seventh Period (G) 1:15pm - 2:00pm	Seventh Period (G) 1:30pm - 2:10pm
Eighth Period (H) 2:05pm - 2:50pm	Eighth Period (H) 2:05pm - 2:50pm	Eighth Period (H) 2:20pm - 2:55pm	Eighth Period (H) 2:05pm - 2:50pm	Eighth Period (H) 2:15pm - 2:55pm
Afternoon (H) Announcements 2:50pm – 2:55pm	Afternoon (H) Announcements 2:50pm – 2:55pm	No Afternoon (H) Announcements 2:55 Dismissal	Afternoon (H) Announcements 2:50pm – 2:55pm	No Afternoon (H) Announcements 2:55 Dismissal

SPECIAL SCHEDULES

ALL SCHOOL MASS or MORNING ASSEMBLY <i>(40 minute classes)</i>	PEP RALLY or AFTERNOON ASSEMBLY <i>(40 minute classes)</i>	EARLY DISMISSAL No advisory <i>(25 minute classes)</i>	LATE START No advisory <i>(40 minute classes)</i>
First Period (A) 8:10am - 8:50am	Announcements 8:10am - 8:15am	Announcements 8:10am - 8:15am	Announcements 9:00am - 9:05am
Mass/ Announcements 8:50am - 9:50am	First Period (A) 8:15am - 8:55am	First Period (A) 8:15am - 8:40am	First Period (A) 9:05am - 9:45am
Second Period (B) 9:50am - 10:30am	Second Period (B) 9:00am - 9:40am	Second Period (B) 8:45am - 9:10am	Second Period (B) 9:50am - 10:30am
Third Period (C) 10:35am - 11:15am	Third Period (C) 9:45am - 10:25am	Third Period (C) 9:15am - 9:40am	Third Period (C) 10:35am - 11:10am
Fourth Period (D) 11:20am - 12:00pm LUNCH	Fourth Period (D) 10:30am - 11:10am LUNCH	Fourth Period (D) 9:45am - 10:10am	Fourth Period (D) 11:15am - 11:55am LUNCH
Fifth Period (E) 12:05pm - 12:45pm LUNCH	Fifth Period (E) 11:15am - 11:55am LUNCH	Fifth Period (E) 10:15am - 10:40pm	Fifth Period (E) 12:00pm - 12:40pm LUNCH
Sixth Period (F) 12:50pm - 1:30pm LUNCH	Sixth Period (F) 12:00pm - 12:40pm LUNCH	Sixth Period (F) 10:45pm - 11:10pm	Sixth Period (F) 12:45pm - 1:25 pm LUNCH
Seventh Period (G) 1:35pm - 2:15pm	Seventh Period (G) 12:45pm - 1:25pm	Seventh Period (G) 11:15pm - 11:40pm	Seventh Period (G) 1:30pm - 2:10pm
Eighth Period (H) 2:20pm - 3:00pm	Eighth Period (H) 1:30pm - 2:10pm	Eighth Period (H) 11:45pm - 12:10pm	Eighth Period (H) 2:15pm - 2:55pm
No Afternoon (H) Announcements Dismissal	PEP RALLY 2:10pm - 3:00pm	Afternoon (H) Announcements 12:10pm - 12:15pm	No Afternoon (H) Announcements 2:55 Dismissal

GRADUATION REQUIREMENTS AND GRADUATION POLICY

Students must have the required amount of credits as delineated by the following DePaul College Prep Graduation Requirements. For the classes of 2021 and beyond, students will be required to have a minimum of 25 credits to graduate. DePaul College Prep offers an honors program for students of exceptional ability. Opportunity for selecting elective courses is available. Elective classes may be taken provided a student's cumulative grade point indicates that attempting additional courses would be desirable and in the student's best interests. Individual departments set criteria for enrollment in honors, International Baccalaureate, and AP level classes. It is important that a student choose a course (Honors, IB or AP) not for its weighted grade, but rather because of sincere interest in the course content and its applicability to the student's future academic pursuits.

CREDITS REQUIRED FOR GRADUATION FROM DEPAUL COLLEGE PREP

Class of 2020	Class of 2021-2023	Academic Department
4	4	ENGLISH
4	4	THEOLOGY
2	3	SCIENCE
4	4	MATHEMATICS
3	3	HISTORY
2	2	WORLD LANGUAGE
2	2	PHYSICAL EDUCATION & HEALTH
3	3	ELECTIVES (Fine Arts/STEAM)
24	25	TOTAL CREDITS

COURSE LEVELS

In order to meet the needs of students of varying abilities and preparation, some of the core required courses are offered at several levels: Advanced Placement, Honors, College Prep, and College Enrichment. Counselors use a student's past achievement, standardized test scores, and faculty recommendations to place him/her in appropriate courses.

- College Enrichment courses are designed to be college preparatory in nature and provide students the necessary skills to address their learning needs and further develop literacy and mathematical skills.
- College Prep courses. Students who successfully complete four years of the college prep sequence of courses will meet the general entrance requirements for post-secondary institutions.
- Honors courses are designed to be college preparatory and challenge students with outstanding ability and strong commitment to academic achievement.
- Advanced Placement courses are designed to simulate college classrooms and prepare students to meet the challenge of The College Board Advanced Placement assessments.
- International Baccalaureate Diploma Programme, in addition to the study of traditional academic courses, is designed to prepare students for higher learning by guiding students to reflect on the nature of knowledge, complete independent research and undertake a project that often involves community service. The programme provides an internationally accepted qualification for entry into higher education and is recognized by many universities worldwide.

GRADE DEFINITIONS

A 4.00 Indicates learning at the highest level. The student demonstrates comprehensive knowledge and understanding of content and skills, as well as the ability to generalize his/her learning to new contexts (e.g. derive a formula, design an experiment, and construct an effective argument).

[Percentage ranges: 90% to 100%; 100%-95%(A), 94%-90%(A-)]

B+ 3.33 Indicates thorough knowledge and understanding of the covered content and skills.

B 3.00 The student demonstrates some ability to generalize learning to new contexts.

B- 2.67

[Percentage ranges: 80% to 89%; 89%-87%(B+), 86%-83%(B), 82%-80%(B-)]

C+ 2.33 Indicates satisfactory, acceptable knowledge and understanding of the content and

C 2.00 skills with limited ability to generalize learning to new contexts.

C- 1.67

[Percentage ranges: 70% to 79%; 79%-77%(C+), 76%-73%(C), 72%-70%(C-)]

D+ 1.33 Indicates only limited knowledge and understanding of the content and skills with

D 1.00 little or no ability to generalize learning to new contexts.

D- 0.67

[Percentage ranges: 60% to 69%; 69%-67%(D+), 66%-63%(D), 62%-60%(D-)]

F 0.00 Failing indicates an unacceptable level of knowledge and understanding of the content and skills and/or failure to do acceptable, required class work and/or homework. All failing grades (including WF's – see below) must be made up before the start of the next school year in order to return to DePaul College Prep

[Percentage range: 0 to 59%]

I Incomplete - indicates incomplete work. This grade is only used in medical emergencies or non-payment of tuition.

WF Withdraw Failing. Students who drop or are removed from a class after five class days are assigned this grade. Teachers have the latitude to use alternate systems but one more stringent than the recommended scale.

GRADE POINTS (GP)

- An "A" - "B" - "C" - "D" - "F" is figured into the Grade Point Average. An "I" and any non-academic courses (P.E.) are NOT included in the Grade Point Average.
- An "F" received in any subject for a semester's work requires one of the following: that the student take the course over again and the grade received will be added into the GPA, or the student successfully complete a credit recovery course and the "F" be changed to a passing grade.
- Three "F"s received on semester grades, in any one semester, two "F"s in both semesters, in the same academic year, will cause the student's record to be reviewed by the academic board and may be cause for dismissal from school.
- Honors for outstanding academic performance will be listed according to the following:
 - Honors With Distinction: Requires an average of 3.83 or above
 - First Honors: Requires an average of 3.50 to 3.82.
 - Second Honors: Requires an average of 3.00 to 3.49.

GRADE POINT AVERAGE AND HONOR ROLL

Honors, International Baccalaureate and Advanced Placement courses receive extra quality points. Honors classes receive an additional 0.50; International Baccalaureate and Advanced Placement classes receive an additional 1.0 weighting. Students' final rank in their graduating class is determined by the cumulative grade point average of all semester grades earned throughout the entire four years of high school.

Grade point averages are weighted according to the degree of course difficulty. CP classes are weighted as follows: A = 4, B = 3, C = 2, and D = 1. A plus adds 0.33 points (except for the grade of A) and a minus subtracts 0.33 points (E.g. A grade of C+ earns 2.33 grade points and a grade of C- earns 1.67 grade points). DePaul College Prep does not include A+ in its grading system. In addition, for a grade of "C" or higher, honors classes receive an additional 0.5 weighting and advanced placement classes receive an additional 1.0 weighting. Students' final rank in their graduating class is determined by the cumulative grade point average earned throughout the entire four years of high school.

To determine quality points for a marking period, multiply the value of the letter given above by the value of the attempted credit for the marking period.

Examples:

- If a student earns a B in a course for a marking period, multiply the value of the B (3 in a regular course) by the value of the attempted credit for the marking period (.25). The result is .75.
- If a student earns a B in a semester course, multiply the value of the B (3 in a regular course) by the value of the attempted credit for the semester (.5). The result is 1.5. To determine a GPA (Grade Point Average) for a marking period of semester, add up all the quality points and divide by the number of credits attempted for that grading period.

GRADE REPORTS

Report cards containing grades are issued midway through and at the end of each semester. The exact dates are printed in the school calendar. Only semester final grades are recorded on a student's permanent records and transcripts - semester exams are not listed on transcripts.

SEMESTER EXAMINATIONS

These are required comprehensive exams that are administered at the end of each semester. They may count for 10-25% of a semester grade. Students who are considered "absent excused" from a semester examination must make arrangements to make up the exam through their counselor's office. An "unexcused absence" from a semester examination generates a grade of "O" for the exam.

If a student is late on exam day/s, the student will be sent to the Library until the period is over. The student will then need to make up the exam that was missed at the end of the school day.

SENIOR SECOND SEMESTER EXAMINATION EXEMPTIONS

- The only exemptions for final examinations are for senior students, during 2nd semester.
- Only senior students with an "A" 1st semester and an "A" average 2nd semester are eligible for consideration for exemption. If the course is offered during second semester only, the student must have an "A" in progress to be eligible.
- It is the individual teacher's choice of any class and/or section of whether to give an exemption for second semester examinations.

- Any senior student who meets the above requirements will not need to sit for exams (i.e. be present for the period the exam is given). The teacher must inform the Attendance Secretary of the senior student's exemption from the exam and mark the student absent. The absence will not be counted against the student.

HOMEWORK PHILOSOPHY

Homework is assigned as practice of instructional concepts taught or as a preview of concepts to be taught. It is essential that students complete homework in order to achieve mastery of concepts within a course. This is an extension of classroom learning but done in an independent setting. All homework is given a completion grade. Homework is defined as daily practice and evidence of learning or growth needed. Homework is a type of formative assessment, which is assessment for learning. Students can expect that concepts and skills practiced in homework assignments will be incorporated into future summative assessments of learning.

AFTER-SCHOOL ACADEMIC SUPPORT & SCHOOL-WIDE LATE WORK POLICY

At DePaul College Prep, our goal is to ensure student success, both academically and social-emotionally. To that end, we carefully monitor students academic and social-emotional status by doing things like reviewing their grades regularly and talking with students about grades or possible barriers to their academic success. We believe that all students are capable of school success and achieving grades of a C or higher in their coursework. This is why we review our list of students earning a D or F each week, looking at Schoology to understand where students are in need of support from school and home. Earning an F or D consistently in a course does not prepare students for their lives after high school. Because of this, we will hold students accountable for completing and turning in missing work, which can often lower a students grade significantly if assignments are not done consistently and in a timely manner.

AFTER-SCHOOL ACADEMIC SUPPORT POLICY

Goal: Academic Support is required for students whose assignments are **2** or more days late. As an extension of our academic day, this is a time and space for students to work quietly on missing assignments. Academic Support is staffed by Ms. Greer, Dean of Students and Ms. Underwood, Learning Specialist. There are no exceptions to this policy.

- Across all content areas, all homework assignments are due by 8:00 a.m., each day. Assignments completed after that are considered late.
- Once a students name is placed on the Academic Support list, they must attend Academic Support that day.
- Period H teachers will verbally remind students to report to Academic Support.
- If a student completes their assignment, they should check in with the Dean of Students at Academic Support to have this noted and approved as complete.
- If a student does not attend Academic Support, a parent phone call will be made and the student will be expected to report to morning detention the next day at 7:15 a.m. as well as report to Academic Support the next day.
- Teachers will add the names of students for Academic Support to the Academic Support List at the conclusion of each class period.
- Dean of Students will supervise Academic Support from 2:55-3:55 PM each day in Library.
 - Check-In/Monitoring:
 - Students check in and attendance is recorded on the Academic Support List.
 - The Dean of Students will briefly speak with each student and ensure they have a plan to complete missing assignments.
 - Students are monitored to ensure they are working on assignments.

- For students with multiple missed assignments:
 - Determine the order of assignments to be completed
- Completed assignments will be reviewed at 3:50 p.m. and recorded to note completion

SCHOOL-WIDE LATE WORK POLICY

At DePaul College Prep, our goal is to ensure students have ample opportunity to demonstrate their learning across all assignments. Assignments are designed with specific learning targets in mind and because of this, all assignments must be completed by students in the designated time frame. This measure of accountability is critical to the development of ownership around one's learning.

In the event that a student needs additional time to complete an assignment, late work is accepted with the following conditions:

- A reduction of 5% per day for late work is applied.
- The teacher reserves the option to require a student to complete work with them before school, during lunch/assigned study hall, or after school to ensure that the assignment is completed prior to issuing an academic detention.
- Assignments, even though accepted late, can only be reduced to 50% of the total points the assignment is worth.
- After the 2nd day late, an assignment must be completed in the after school Academic Support program. Teachers will notify the student that the assignment is late and should report to Academic Support after school. The Dean's Office will be notified and students are required to attend the afternoon session.

NOTE

- Students are not dismissed from Academic Support early.
- Cell Phone Policy is in effect during Academic Support (silent and invisible).
- Teachers who assign 5 or more students to Academic Support will attend for the first 10-15 minutes to check-in with or work with students from their classes.
- Students will attend Academic Support until all assignments are completed; teachers should continue to record a student's name each day.
- *Students who are absent from school will not be placed on the Academic Support List.*

MISSING WORK VERSUS USE OF ZERO IN SCHOOLOGY

DePaul College Prep requires all students to complete all assignments. Until an assignment is turned in, a missing assignment will be noted in Schoology. All missing assignments must be completed.

SENIOR FAILURE MAKE-UP AND ACADEMIC DISMISSAL POLICY

Any failure incurred in a required course during the senior year must be made up before a diploma will be granted from DePaul College Prep. If the course is not made up by the final day of the second semester senior year, the student may not be permitted to participate in the DePaul College Prep graduation ceremony. Any senior failing an elective course may be denied participation in the graduation ceremony and may not receive a diploma until the credit is made up. This policy also pertains to dropped courses as indicated by the grade of "WF" (Withdraw-Failure).

FRESHMEN/SOPHOMORES MAKE-UP AND ACADEMIC DISMISSAL POLICY

Freshmen/Sophomores who receive failing grades must make up all such deficiencies before they are readmitted to school for the following school year. Students who fail a subject in summer school or are removed from summer school will not be readmitted in the fall.

ACADEMIC INTEGRITY POLICY

DePaul College Prep expects all students to submit work that is entirely a result of their own effort and to pursue academic achievement with integrity. Examples of academic dishonesty include:

- **Plagiarism:** This means submitting others' work (print, electronic, or oral) in whole or part without thoroughly and accurately citing its origin.
- Copying the work of another student (current or former). All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students.
- Dual submission of a paper or assignment to two or more different teachers without their prior expressed knowledge and consent.
- Allowing other students to copy or submit another's work as if it were their own.

To prevent academic dishonesty, all major written assignments must be submitted through **turnitin.com**. All instances of academic dishonesty at DePaul College Prep are tracked by teachers and the Dean's Office.

VIOLATION OF ACADEMIC INTEGRITY POLICY

1. **First Offense:** The teacher speaks to the student and parent directly and informs the student's dean, counselor, and the assistant principal of the offense.
 - a. The student will not receive credit for the plagiarized assignment.
 - b. The student can re-do the assignment for a maximum grade of 60%.
2. **Second Offense:** The teacher speaks to the student and parent directly, and schedules a meeting between the student, parent, teacher, student's dean, student's counselor, and the assistant principal.
 - a. The teacher will lead this meeting, and others will have the opportunity to talk and ask questions.
 - b. The dean and assistant principal determine and issue an appropriate disciplinary consequence.
 - c. The counselor provides support to the student in changing this behavior.
 - d. The student will not receive credit for the plagiarized assignment.
 - e. The student can re-do the assignment for a maximum grade of 60%.
3. **Third Offense:** The teacher speaks to the student and parent directly, and informs the student's dean, counselor, and the assistant principal of the third academic honesty violation.
 - a. The student is suspended for 1-2 days. The student's dean will determine the length of suspension.
 - b. All assignments for class missed during suspension will receive a maximum grade of 60%.
 - c. The student may be dismissed from DePaul College Prep. The student's probation or withdrawal status will be determined by DePaul Prep administration.

RANK IN CLASS

All students are ranked. Rank in class is determined by the student's cumulative grade point average based upon the final semester grades. With the exception of PE, the GPA is computed using the grades of all DePaul College Prep courses.

VALEDICTORIAN AND SALUTATORIAN POLICY

In order to be eligible for this distinction, a student must have attended DePaul College Prep for all four years of high school. The cumulative GPA will be pulled at the conclusion of senior year, first semester, to determine Valedictorian and Salutatorian.

COUNSELING DEPARTMENT

VISION

The DePaul College Prep Counseling Team provides student support which includes a balanced focus on academic excellence, college readiness, and social-emotional wellness.

WITH STUDENTS, WE WILL:

- Develop self-management, self-advocacy, and social skills necessary to achieve academic success in high school and higher education.
- Empower students to become educated, compassionate and just global citizens.
- Care for students as individuals, celebrating our diversity.
- Ensure readiness for college and career options through rigorous academic planning and course sequencing.

WITH PARENTS & GUARDIANS, WE WILL:

- Ensure families have and use the tools to remain knowledgeable about their students' current progress.
- Provide strategies, resources and referrals for additional student and family support as needed.
- Provide parent education on salient topics related to adolescent development.
- Engage in regular dialogue with families in order to navigate through an optimal high school experience and maximize postsecondary options.

WITH FACULTY, WE WILL:

- Commit to regular and frequent communication regarding student progress and needs.
- Develop a collaborative partnership to grow our collective understanding of how to support all learners.
- Be an integrative member of the DePaul College Prep community by being visible within the school environment and throughout the school day.
- Partner to ensure students are successfully engaged in academically rigorous college preparatory courses.

ACADEMIC ADVISING

A student's counselor monitors their academic progress throughout the year. Students may be referred to our Academic Support Team to access tutoring services including peer tutoring, E.D.G.E classes, and/or individual or small group work with our learning specialist in reading and/or math.

SOCIAL/EMOTIONAL COUNSELING

Educating and nurturing the whole student is of primary importance to our Counseling Department. Counselors work closely with students to support their mental, social, and emotional well-being. Counselors also work with students, individually and in small groups on developing skills related to self-advocacy, developing resiliency and healthy coping skills, and healthy relationship building.

SUBSTANCE ABUSE COUNSELING

The Student Services Department acts as a resource for students, parents, and faculty when questions of substance abuse arise. The Counseling Department adheres to DePaul Prep's [Drug, Alcohol, Vaping, and Tobacco Prevention Policy](#) and works with students in our CARE (Chemical Abuse Referral Education) program.

SCHEDULE CHANGE REQUEST PROCESS/PARAMETERS FOR SCHEDULE CHANGES

- Reasons for a schedule change include:
 - Student is missing a graduation requirement.
 - Student is misplaced in a level.
 - Student does not have enough credits or has an open space in their schedule.
 - Electives may be changed based on availability within a student's current schedule and based on availability within the class.
- Requests for schedule changes will **NOT** be honored for the following reasons:
 - Requests for specific teachers.
 - Requests for a specific lunch.
 - Requests for a class at a specific time of day.
 - Requests to move into a class that is at capacity.
 - Students cannot move up a level in a class midyear.
- All schedule change requests should be initiated by the student.
- Students should submit schedule change requests using the online form. Counselors will review schedule change requests after they are submitted by students through the online form and will address these requests according to school and department policy.
- All schedule change requests should be submitted prior to the start of the school year.

COLLEGE ADMISSION AND COLLEGE PLANNING

COLLEGE ADMISSION REQUIREMENTS (IBHE)

It is important for students and their parents to be aware of the Illinois Board of Higher Education (IBHE) required admission standards for the state's public universities. College freshmen must have completed the specific high school course-work listed below:

- 4 years of English
- 3 years of Social Science
- 3 years of Mathematics
- 3 years of Laboratory Science
- 2 years of Electives (World Language, Music, or Art)

Out-of-state colleges and universities, both public and private, have varying admission patterns of course requirements. Handbooks and individual college catalogs are available in the Student Services Center. Please discuss these requirements with your child. All students should consult with their class counselor about scheduling appropriate classes. Each student will be assisted in preparing to take the appropriate college admissions examinations. These tests are described in the Student Services section of this handbook.

TRANSCRIPTS

Official transcripts of grades and attendance will be issued for any current or former student in good financial standing with DePaul College Prep. Transcripts for alumni and other former students will be processed upon receipt of a signed request and \$5.00 fee. Current seniors will be allowed ten free transcripts; additional transcript requests carry a \$5.00 fee. If tuition is not paid, transcripts will be held until tuition account is current or paid in full.

CAREER AND COLLEGE INFORMATION

The Counseling Department, together with the College Counselor, continually revise and update the extensive college and career resources that are available to students. The College Counselor works

closely with junior and senior students, both individually and in groups, on exploring post-secondary options, post-secondary planning, applying to college, and navigating the transition from high school to college.

WORK PLACEMENT INFORMATION

A Job Placement Section is located on the bulletin board along the west wall of the cafeteria lobby. According to Illinois State Law, students under 16 years of age who want to work outside of school must have a Work Permit approved by the school. To obtain a Work Permit, the student must present to the Main Office the following items:

- A signed letter from the employer (on company letterhead stationary) stating the kind of work the student will be doing. Work may NOT include running errands, delivering messages, activity at a place of amusement, operation of machinery, or assembling. Only three hours are permitted on a regular school day. The exact number of hours and the shift time must be mentioned in the letter (e.g., 3:30PM to 5:30PM). Working hours must be between 7:00AM and 7:00PM.
- A letter of approval by a parent or legal guardian, stating specific knowledge of the type of employment and acceptance of responsibility for satisfactory grades in school.
- A city, state, county, federal, or hospital birth certificate is necessary. A baptismal certificate is not legally acceptable.
- A written statement from a physician must be presented which states that on the basis of an examination performed within one year of the date of application, that the student is physically fit to be employed.
- Social Security Card.
- Principal's Statement, a brief note on the school's stationary indicating that the student is active in school.

Upon receiving these documents, the Main Office can present the student with an approved work permit, which is valid for one year.

CAMPUS MINISTRY

DEPAUL COLLEGE PREP IN THE COMMUNITY

Rooted in the transformative social service legacy of Saint Vincent DePaul and Saint Louise DeMarillac, service learning and community engagement are integral parts of a DePaul College Prep education. Each student participates in, and reflects on, a variety of service projects as part of their formation toward living as a mission-driven adult.

COMMITMENT

- DePaul College Prep requires **10 service activity points** in total.
- A service-learning contract will go home with each student during the first week of the school year.
- **Service Activities must be logged on our online platform, MobileServe.** Enter ALL service activities, even if you have met your school commitment. DePaul Prep uses this information to inform future service plans and when promoting the school.
- Service Activity Points may be acquired through any combination of the following types of activities. Each activity must be a minimum hour served.
 - **5 points:** School sponsored service trip (5 days) or YMCA camp counselor/counselor in training.

- Other camp experiences may earn points at religion teacher's discretion.
- **2 points:** Verified not for profit or community service organizations & activities *such as*:
 - Rincon Family Services, Misericordia, Maryville Crisis Nursery
 - Lincoln Park Community Services (*shelter meals or sack lunches*)
 - Neighborhood food pantries
 - An elementary school
 - Parish or house of worship (*including liturgical ministries and events*)
 - Park district such as Horner or Welles Park
 - An animal shelter such as PAWS
 - Tutoring through a social service or scholarship organization
 - Helping to coach children (*without pay*)
 - Helping at a camp without pay (*NBGC, Park District*)
- **2 points:** Serving as a Student Ambassador: 2 points per event
- **2 points:** Participating in a DePaul Prep initiative such as Red Cross Blood Drive, donation collection (*soup cans, socks, disaster relief, etc*). A photo of you giving the donation must be submitted when logging hours on MobileServe.
- **1 point:** Helping an individual in your neighborhood or a teacher at DePaul College Prep.

FULFILLING YOUR SERVICE COMMITMENT

- Theology Teachers will guide you through the fulfillment of your commitment.
- The Assistant Campus Minister, is the overall service coordinator for DePaul College Prep. She will regularly post opportunities on MobileServe.
- DePaul College Prep is not responsible for supplying all of one's service opportunities. The school will offer some opportunities, as well as provide contact information for other service outlets. Students are expected to take an initiative to complete their service commitment.
- A reflection essay on one of your service activities will be assigned each semester by your theology teacher.
- You are expected to participate in a service activity at least once during EACH of the TWO semesters.

DEADLINES FOR 2019-2020 ACADEMIC YEAR

- **October 1, 2019:** a minimum of 2 points logged on MobileServe
- **December 3, 2019:** a minimum of 4 points logged on MobileServe
- **February 4, 2020:** a minimum of 6 points logged on MobileServe
- **May 5, 2020:** a minimum of 10 points logged on MobileServe

WHAT DOES NOT QUALIFY AS A SERVICE ACTIVITY

- Household chores at your home that you would/should do anyway.
- Helping a family member at their home.
- Helping at a for-profit business (*family restaurant or store*).
- Babysitting.
- Tutoring/helping a friend with homework. (*Tutoring a young person through an organization is eligible for service points.*)

LITURGICAL SERVICES

The school day begins and ends with a prayer. During Advent and Lent, special prayers are offered to highlight the importance of these seasons in the liturgical cycle of the Church year. Each class period

also begins with a prayer. Periodic reading and reflection of the Sacred Scriptures is encouraged. The campus minister coordinates Eucharistic and para-liturgical services. There are also opportunities for the students to receive the Sacrament of Reconciliation. Members of the school community are encouraged to see the campus minister or one of the religious priests if interested in receiving other sacraments so arrangements can be made in cooperation with their local parish.

MISSION COLLECTIONS AND FOOD DRIVES

There will be periodic mission collections, to which students are encouraged to contribute. These collections have as their purpose, to instill the conviction that living in a Christ-like manner is not merely a theoretical process, but also a real life activity in which they are called to participate. We are reminded of the words of Jesus: “If you did it to the least of my brothers and sisters, you did it for me.” The money received is distributed to various Catholic and other charitable organizations.

RETREATS

Every student at every grade level is required to attend a retreat. Retreat days are considered regular school days. The school policy on attendance also applies to retreats.

FUNERALS AND HOSPITAL VISITS

DePaul College Prep asks that when there is a loss in the family of a student, the campus minister is notified so that arrangements can be made to attend the wake and funeral service. The school also asks at the discretion of the family, to send student representatives to attend the funeral service. If a student is hospitalized, the campus minister would like to be informed so that a visit, call, or contact can be made with the family.

STUDENT LIFE & ACTIVITIES

CO-CURRICULAR ACTIVITIES

Student programs, clubs and co-curricular activities are an essential part of the DePaul Prep mission to cultivate a well-rounded student life. There are multiple opportunities for students to pursue their talents, expand their horizons, discover new interests and make life-long friends. Further information is available through the moderators of individual clubs and the Dean of Student Activities.

CURRENT CLUBS AND ORGANIZATIONS

Visit <https://www.depaulprep.org/student-life/connect> for the list of clubs and co-curriculars for the current year.

EXPERIENTIAL LEARNING TRIPS

At DePaul College Prep, we know our students learn in many different ways. Experiential learning opportunities present students with experiences outside of the classroom in which they can develop skills for lifelong learning, learn to adapt to complex and novel situations, and much more. Educational, Service or Cultural Immersion trips provide both teachers and students with exciting memories interwoven with academic concepts. Trips are designed to stimulate student interest, inquiry, and provide opportunities for sound growth and development. Visit <https://www.depaulprep.org/student-life/experiential-learning-trips> for the current list of Experiential Learning Trips.

ACADEMIC ELIGIBILITY POLICY

Participation in clubs or co-curriculars is a privilege, not a right. DePaul College Prep expects all students to reach their fullest potential in and out of the classroom. DePaul College Prep expects the behavior of all students to be examples of Faith, Respect, Excellence and Service. Student's grades are checked on a weekly basis. Students who are failing two or more courses on the day grades are checked are ineligible to participate in club events the entire following 7-day week (Sunday through and including Saturday). Students may be required to attend Academic Support. Grades will be collected at 3:00 p.m. on Fridays for the purposes of eligibility. The Dean of Student Activities will determine eligibility on a weekly basis.

DRUG/ALCOHOL/VAPING PREVENTION POLICY

Student Life and Activities supports and enforces the drug/alcohol/vaping policy. The policy is spelled out in the student conduct section below and is linked here: [Drug, Alcohol, Vaping, and Tobacco Prevention Policy](#)

ATTENDANCE GUIDELINES

Students involved in clubs and co-curriculars cannot practice, participate, or compete in those activities unless present for at least half of the school day, on the day of that activity. Students suspended from school may not participate, practice, or compete during the suspension. All activities should end early enough for students to arrive home before the legal curfew.

HONOR SOCIETIES

Nomination into a DePaul College Prep society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Membership in DePaul College Prep honor societies is open to juniors during the second semester of the school year or to seniors.

Students must submit an application and have a minimum GPA of 3.4.

In order to elect the members of the honor society, a faculty council meets to review the student application and letters of recommendation. Election of members is by majority vote of the faculty council. Students should understand that the application, recommendations, and review by the council, does not guarantee election to the chapter. The names of the students elected to the society are announced in the Spring.

The following DePaul Prep honor societies are available for student application:

- French Honor Society
- National Chinese Honor Society
- National Honor Society
- Rho Kappa National Social Studies Honor Society
- Spanish Honor Society

SCHOOL DANCES

The purpose for a DePaul College Prep school dance is to provide a safe activity for students to enjoy the friendship of other students and adults, to build school spirit and to learn acceptable social skills. Dances are school-sponsored functions. Student Handbook policies are strictly enforced.

DePaul College Prep is a Catholic institution with strong core values. Any student or guest who is dressed inappropriately, chooses to dance inappropriately, or cause a disturbance will be removed

from the dance without a refund. The Dean of Students reserves the right to refuse entrance to any DePaul Prep students at their discretion.

PURCHASING TICKETS

DePaul Prep has partnered with an online ticketing and permission platform called My School Dance. Tickets to all dances may only be purchased online, with all student and parent forms accessed exclusively through the My School Dance site. Once all online documents are signed and payment is submitted, students will be issued an online ticket with a QR code which will be their ticket to the dance. Parents will receive a text notification when their child arrives and leaves the dance when the student QR code is scanned. Please visit <https://www.myschooldance.com/> to sign up or login to your account.

GUESTS

DePaul Prep students are allowed to bring one (1) outside guest to school dances. Any guest of a DePaul College Prep student must fill out a Guest Permission Form to gain admittance to the dance. Guests must attend a high school or college and may not be older than 20 years of age. If a student has at any time in the past been asked to leave DePaul College Prep they may not attend the dance as a guest. Guests are expected to adhere to the DePaul Prep Student Handbook policies at all times. The Dean of Students reserves the right to refuse entrance to any DePaul Prep Guest at their discretion.

ATTIRE

Dance attire requirements and permission forms will be sent out prior to each dance.

ATHLETICS

TEAM SPORTS

DePaul College Prep encourages all students to participate in school-sponsored co-curricular activities because they play an important role in the development of the whole person. Participation in DePaul Prep Athletics is a privilege and not a right. Participation in co-curricular activities can enhance students' academic growth because active membership in an activity and maintenance of strong grades requires the disciplines of good time management and focused attention. Participation in co-curricular activities complements students' academic growth by providing opportunities to develop talents and abilities outside the classroom and to cultivate the communication and teamwork skills needed for positive interpersonal relations.

DePaul College Prep fields the following teams for competitive play:

- Baseball (boys)
- Basketball
- Bowling
- Cheerleading (girls)
- Cross Country
- Football (boys)
- Hockey (boys)
- Lacrosse
- Softball (girls)
- Soccer
- Track and Field
- Volleyball
- Wrestling (boys)

ATHLETICS' WEBSITE

Visit <https://www.depaulprep.org/athletics/home> to check team schedules, team rosters, daily scores, photos, and more for all sports. You can also find the link under Athletics on the DePaul College Prep website.

ACADEMIC ELIGIBILITY POLICY

DePaul College Prep expects all athletes to reach their fullest potential on the field and in the classroom. DePaul College Prep expects the behavior of all athletes, in school, on the field, and on the sidelines, to be examples of Faith, Respect, Excellence and Service. Athletes who do not meet these expectations cannot participate.

Athletes' grades are checked on a weekly basis. Students who are failing two or more courses on the day grades are checked are ineligible to participate in formal competition the entire following 7-day week (Sunday through and including Saturday). Students may be required to attend Academic Support. Grades will be collected at 3:00 p.m. on Fridays for the purposes of eligibility. A report of students who are ineligible to participate in sports and extra-curricular activities will be provided to all staff members for enforcement.

DRUG/ALCOHOL/VAPING POLICY

The athletic department supports and enforces the drug/alcohol/vaping policy. The policy is spelled out in the student conduct section below and is linked here: [Drug, Alcohol, Vaping, and Tobacco Prevention Policy](#)

COMPLIANCE WITH INTERSCHOLASTIC RULES AND REGULATIONS

As a member of the Chicago Catholic League, the Girls' Catholic Athletic Conference, and the Illinois High School Association (www.ihsa.org), DePaul College Prep follows the rules and regulations concerning the recruiting of athletes.

ATTENDANCE GUIDELINES

Athletes cannot practice nor compete as a part of an athletic team if they are not in school for at least half of the day on the day that the practice or competition is being held. Student athletes suspended from school may not participate, practice, or compete during that suspension.

VACATIONS

Student athletes are expected to attend every practice and every game during a given season. If an athlete chooses to miss practices and/or games to go on a vacation, such absence may affect his or her status on that team. Holy Friday - Easter Sunday, the week of the 4th of July and the IHSA "no contact period" (usually the first week of August) are great times to schedule vacations as DePaul Prep Athletics will take this time off.

LOCKER ROOMS

The boys' athletic locker rooms are located at the far North end of the boys locker room area located in the 900's. The girls' athletic locker areas are located north of the gym.

ABSOLUTELY NO FOOD AND/OR DRINK IS EVER ALLOWED IN ANY OF THE LOCKER ROOM AREAS.

These locker rooms are set aside to house athletic gear. They are not to be used as academic lockers.

MANAGERS

Managers are needed for all sports teams. Managing is open to all students who feel they can accept the responsibilities that go with the position and who would like to be part of a team. For more information on being a manager, please contact the Athletic Director.

- **Illinois High School Association Constitution, By-Laws, and Policies**
- <https://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>

SECURITY/STUDENT SAFETY

VISITORS/BUILDING SECURITY

All visitors, including parents, guardians, alumni, college and career representatives, salespeople, student guests, and law enforcement officers, should enter the building through the Main Entrance to sign in using our Raptor system to receive and wear a visitor's badge. In order to be admitted to our campus, a visitor needs to present a **valid government issued ID**. The Raptor system only collects first name, last name, date of birth, partial ID# and picture. Raptor DOES NOT keep a copy of the ID.

- Students are able to enter DePaul College Prep from two separate areas, the Main Office and the Gym Doors. Only students, staff and faculty, may enter at the gym doors. Parents and visitors must check in and enter the main doors. The Gym Doors will remain open 7am - 8:05 a.m. No one may enter the Gym Doors after 8:05 a.m.
- Visitors who have business in the building beyond the Main Office to meet with a teacher/staff/administrator must present a government issued ID to receive a visitor's badge. All visitors are required to sign out of the building in the Main Office upon exit.

In order to protect student and school property, non-DePaul students are not permitted in the building unless cleared by the principal and escorted by a staff member. Strangers observed in the building not wearing a Raptor generated visitor's badge should be immediately reported to the Main Office.

CLOSED CAMPUS AND RESTRICTED AREAS

DePaul is a closed campus school. Students must remain on the school campus during school hours unless they have the approval of the administration to leave the campus. Students who need to leave campus before the end of the school day because of illness, etc. must be signed out in the Main Office by a parent/guardian.

Certain areas in and around the school building are considered NON-STUDENT areas. Restriction is placed on these areas for professional, legal, health, and/or security reasons:

- The boiler room
- The gym, weight room, wrestling room, locker rooms, training room and coaches' offices except when participating in a P.E. class activity or athletic events that are supervised by a DePaul College Prep teacher or coach
- The stage
- The top of the east stairwell and underneath the east stairwell in the 800-900 building
- Faculty lounges. No student is to open the door of the faculty lounges to ask for a teacher or to enter a faculty lounge
- The copy room
- The Chicago River bank and California Park

HARASSMENT/BULLYING

DePaul Prep strives to foster a safe environment in which respect and dignity, compassion, and inclusivity lay the foundation for building relationships. Interactions among students and adults should, therefore, reflect acceptance of and sensitivity to the diversity within the school community. DePaul Prep does not tolerate harassment/bullying of any kind and encourages members of the community to report any instances of hurtful or harmful behavior.

HARASSMENT

Harassment and bullying are often used interchangeably when talking about hurtful or harmful behavior; the behavior may look the same. However, harassment is unwanted and hurtful actions and includes unwelcome conduct such as verbal abuse, graphic or written statements, threats, physical assault, or other conduct that is threatening or humiliating, *but the negative behavior is based on a student's race, class or economic status, color, religion, sex, age, disability, or national origin.*

BULLYING

Bullying is unwanted, aggressive behavior by an individual or group that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Students who are bullied and who bully others place the student or students in reasonable fear or harm to the student's or students' person or property; cause a substantially detrimental effect on the student's or students' physical or mental health; substantially interfere with the student's or students' academic performance; or substantially interfere with the student's or students' ability to participate in or benefit from the services, or privileges offered by DePaul College Prep.

To be considered harassment/bullying, the behavior must be unwanted actions that hurt, harm, or humiliate another person, and the target having difficulty stopping the action directed at them:

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

HARASSMENT/BULLYING CONDUCT DESCRIBED ABOVE CAN INCLUDE THE FOLLOWING:

- **Academic** which includes but not limited to, preventing working on or studying for tests, pressuring for “good” grades, belittling academic focus/choice, or making fun of studying too much.
- **Economic** which includes but not limited to, preventing from working or keeping a job, taking money, or expecting a certain behavior because income earnings are less or income is absent.
- **Emotional** which includes, but not limited to, intimidating, rejecting, retaliating for asserting or alleging an act of bullying, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, ethnicity, perceived sexual orientation, gender identity, ancestry, age, religion, physical or mental ability, status of being homeless, manipulation of friendships, isolating, ostracizing, and peer pressure.
- **Physical** which includes, but not limited to, punching, poking, slapping, burning, stalking, destroying property, strangling, hair pulling, beating, biting, spitting, “pinning” down, throwing objects, excessive tickling, theft, and using weapons.

- **Verbal** which includes, but not limited to, name-calling, insulting, teasing, taunting, gossip, telling hurtful “jokes” and threats whether in person, through any form of electronic communication or social media, the internet or written communication.
- **Sexual** which includes, but not limited to many of the emotional acts or conduct described above (in person, through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, sexual gestures, sexting, showing or taking pornographic images/videos, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the Chicago Police Department immediately and the parents/guardians of the student(s) involved will be notified.

CYBERBULLYING means bullying through the use of technology or any electronic communication, including without limitation to any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic-system, photo-electronic system, or photo-optical system, including without limitation to electronic email, internet communications, instant messages, or facsimile communication.

Cyberbullying includes creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. Cyberbullying also includes the distribution by an electronic medium of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Cyberbullying is Prohibited

- During any DePaul Prep sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or DePaul Prep sponsored or school-sanctioned events or activities.
- Through the transmission of information from a computer, a school computer network, or other similar electronic school equipment that is accessed at a nonschool-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the cyberbullying causes a substantial disruption to the educational process or orderly operation of DePaul Prep.

HOW TO REPORT HARASSMENT/BULLYING

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a Dean, teacher, staff person, or principal. The complainant may also report the incident online [Harassment/Bullying/Safety Reporting-ONLINE](#), call the hotline (773) 423-5815, or obtain a Safety Reporting Form (A) from the Dean of Students’ Office which should be completed within one day of the incident and returned to the Dean of Students. The complainant should keep a copy of the report.

- Upon receipt of the completed *Harassment/Bullying School Incident Reporting Form A*, the principal and his/her designee review the report and begin the investigation of the complaint by interviews (*Harassment/Bullying Interviews Information Form B*) with the complainant

and others -the targeted student, witnesses, bystanders, teachers, and other staff and students as necessary.

- Those interviewed will verify the information they share with the interviewer as accurate. Upon completion of the interviews, the findings of the original allegation are determined as *Substantiated Harassment/Bullying, or Unsubstantiated Harassment/Bullying (Form C)*. Incidents of unsubstantiated bullying/harassment may require other disciplinary action or instruction according to the school's Code of Conduct and non-negotiable behavior expectations for students.
- The Dean of Students and principal must meet with the parents/guardians of the complainant and the alleged aggressor separately and share the resolution to the findings with them. The specific disciplinary or prescriptive actions for the alleged aggressor(s) may not be shared with the complainant or the complainant's parents/guardians. Copies of the *Harassment/Bullying Incident Reporting Forms A, Harassment/Bullying Interview Information Form B, and the Dean of Students Investigation Report Form C* must be maintained in the Dean of Students school file and in the individual temporary files of the alleged aggressor and targeted student.
- The Dean of Students shall keep the Principal updated on all bullying complaints and the response action(s) taken by the school.

**Report Harassment/Bullying to a Trusted Adult or the
Dean of Students Office/Student Services**

April Greer, Dean of Students (Freshmen & Sophomores) 773-423-5072

Joe Voss, Dean of Students (Juniors & Seniors) 773-423-5002

Report Safety/Harassment/Bullying Online:

[Safety Reporting Form](#)

Anonymous Hotline: 773-423-5815

RESPONSE AND CONSEQUENCES TO BULLYING

INTERVENTION

The inappropriate/unacceptable conduct should be stopped immediately.

INVESTIGATION

- The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the Chicago Police Department and the parents/guardians will be notified.
- All students, parents, teachers or other witnesses should report incidents of alleged harassment/bullying or retaliation to any staff member in a timely manner. Staff members who are informed of alleged harassment/bullying, retaliation or who witness the same situation must report the incident to the Dean of Students as soon as possible. The staff member will document the information they have by the close of the school day or by the following school morning if the incident happened in an after-school activity.
- DePaul Prep Dean of Students who receives a report of alleged, unresolved, severe, or persistent harassment, intimidation, or bullying should make all reasonable efforts to complete

an investigation of the alleged incident as soon as practicable, but no later than ten (10) school days from the initial complaint, including meetings with the involved students and witnesses. Students and school employees who are subjects of threats of violence or harm should be notified of the threats immediately. Parents/Guardians must be included in notifications when students are subjects of threats of violence or harm.

DETERMINATION

Parents/Guardians of the students who are parties to the investigation information will be notified of the findings (allegations substantiated or allegations unsubstantiated), have an opportunity to meet with the Dean to discuss the investigation and findings, and the actions taken to address the reported incident of harassment/bullying.

RESPONSE

Disciplinary or restorative measures for bullying/harassment and/or violation of the DePaul Code of Conduct may be taken which is not limited to, a behavior action plan, probation, suspension, or expulsion.

HARASSMENT/BULLYING EDUCATION AND PREVENTION

DePaul Prep seeks restorative measures in order to protect the integrity of a positive and safe environment; teach students the personal and interpersonal skills they will need to be successful in school and society; serve to build and restore relationships among students, families, and school personnel; and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs.

DePaul Prep aims to ensure interventions that can be taken to address harassment/bullying, which include, but are not limited to curricular and co-curricular offerings such as the FRESH Advisory curriculum, mission and values educational programming, school counseling services, social emotional skill building, community-based service learning, anti-bias training, and restorative measures.

EMERGENCY PROCEDURES

Safety is viewed as an important responsibility of teachers and administrators. Public safety officials state that a school environment provides the safest possible protection during a time of general emergency which occurs outside the school. The school has developed procedures and a plan of action in anticipation of such unpredictable events.

FIRE ALARMS

Tampering with a fire alarm, smoke alarm or a fire extinguisher is a criminal offense. Such behavior could result in arrest, suspension and/or expulsion.

FIRE DRILLS

Fire drills are held according to the city fire code. The fire signal is a pulsating blast of the fire horn. The fire alarm should be sounded by anyone who has seen a fire in the building who should then immediately go to the Main Office to report the location of the fire.

When the first blast of the horn is heard, students are to:

- Follow the teacher's instructions.
- Maintain silence.
- Leave the room in an orderly manner.
- Evacuate the building in the prescribed manner. Evacuation information is posted in each classroom.
- The first students to open the outside doors should hold these doors open for the students and teachers that follow.
- Science and Industrial Technology classes must pay particular attention to the following:
 - If experiments are in progress and gas is being used, turn off all gas jets.
 - Turn off all machinery.

SEVERE WEATHER/TORNADO WARNING

In the event of a weather emergency, the school has established procedures to protect the safety of all students and staff members.

Upon a weather emergency announcement from the Principal's office all:

- Electrical, A-V, and lighting equipment must be turned off.
- Doors leading to corridors and windows must be opened.
- Adults and students must gather quickly, calmly, and quietly in the corridor next to the classroom walls, opposite the windows, be seated on the floor facing the wall, away from the windows, leaning forward with faces placed in between knees and arms folded to cover the back of the head and neck.
- Students in the cafeteria should be seated on the floor facing the north wall leaning forward with faces placed in between knees and arms folded to cover the back of the head and neck.
- P.E. classes that are held indoors should proceed to the locker room and students should be seated on the floor facing the wall, away from the windows, leaning forward with faces placed in between knees and arms folded to cover the back of the head and neck.
- Outdoor P.E. classes should be taken to the shelter at Montrose and California (time permitting) or to the center of an athletic field where the students should be instructed to lean forward with faces placed in between knees and arms folded to cover the back of the head and neck.
- Students in the library should be seated on the floor facing the west wall leaning forward with face placed in between knees and arms folded to cover the back of the head and neck.

An ALL CLEAR announcement will be made when the danger has passed.

EMERGENCY CLOSING

For the most updated information regarding emergency closings log on to:

- www.depaulprep.org
- www.emergencyclosings.com

STUDENT/HEALTH RECORDS

CONTACT INFORMATION

All contact information and medical forms must be kept up-to-date. The school expects the family to update contact and medical information so that the school can respond swiftly to address a student emergency.

- **Change of Address/Telephone Number:** If a DePaul College Prep family moves to a new address, it is the responsibility of the parent/guardian to notify the school about the change of address, phone number or email address within three days.
- **Custody:** In cases where the parents are divorced or separated, the school presumes that both parents have access to the student. If one or another parent has been denied this privilege, it is the parent's obligation to make this known in writing to the school. Mailings and student information are directed to the custodial parent. DePaul College Prep must be notified, in writing, of any changes in the custodial status. If DePaul College Prep is not notified, responsibility cannot be assumed by the school. Mailings may be sent to the non-custodial parent with a written request from the custodial parent.
- **Health Conditions or Chronic Illness:** If a student has any health condition that requires immediate attention, the Nurse and the Main Office must be notified of this fact by a note from the student's physician. Withholding necessary information about a serious health condition could be hazardous in case of an emergency.
- **Medical Records:** Medical Record Forms are issued to all incoming freshmen and transfer students. The medical record form is to be filled out by a physician and an eye doctor. This information must be completed and returned to the Nurse's Office by September 15th. Students who do not have a record on file by the 16th will not be admitted to school until a completed form is on file.
- **Student Accident Insurance Claim:** Students, who are injured during school hours or at school activities, should obtain an insurance claim form from the Business Office or the athletic trainer within five days of the accident. Parents/guardians are to complete section 1B and return the form to the Business Office. The school accident insurance is a secondary policy.

ILLNESS AND MEDICATION AT SCHOOL

If a student feels ill at school, he/she should inform the teacher in the class she/he is in or scheduled to attend and ask for a pass to the Nurse's Office. Once in the main office, the Nurse will talk to the student before the student's parents are called to determine whether or not the student is ill. After this, the nurse will communicate with a parent to discuss whether a student is to be sent home/picked up by parents or if the student is to be sent back to class. Students may not be in school if he/she has a fever of 100.4 degrees. A student may not return to school unless the fever has elapsed for a period of at least 24 hours. If a student needs to take medication at school, he/she may self-administer the medication if they have a Medication Authorization Form on file in the Nurse's Office or Student Services office.

INFECTIOUS DISEASES AND SEXUALLY TRANSMITTED DISEASES

Parents and school personnel have an obligation to report such conditions to the administration. Students with chronic infectious or communicable or sexually transmitted diseases may be permitted to attend classes, but only if there is no risk of transmission of the disease to others. The school reserves the right to exclude students from school if it believes it to be necessary.

MEDICAL EXEMPTION FROM P.E. CLASSES

To be exempt from P.E. classes, the student must have a written note from his/her parent/guardian explaining the medical problem. This note must be presented to his/her P.E. instructor on the day that the medical problem exists. Any student who must be excused from P.E. class participation for an extended period of time must bring a note from a doctor to the Nurse's Office. At the discretion of the instructor, alternative assignments and/or activities will be made on an individual basis. These assignments must be satisfactorily completed in order for the student to earn credit.

STUDENT CONDUCT PROCEDURES AND REGULATIONS

ATTENDANCE EXPECTATIONS

Attendance is an invaluable aspect of the learning process. DePaul College Prep expects student daily attendance with the exception of student illness, death or serious illness in the family, or an emergency situation beyond a student's control. Daily attendance hours are 8:10a.m.-2:55p.m. A student is expected to be present for advisory, liturgies, scheduled classes, study hall, and lunch.

Report an Absence or Late Arrival

Report by Phone: A parent or guardian must telephone the school office before 8:00 a.m. on a Regular Schedule day or before 8:45 a.m. on a Late Start Wednesday to report any tardy, early dismissal, partial or full day absence at **773-423-5125**.

Report Online: [Report an Absence/Late Arrival](#)

Report by Email: attendance@depaulprep.org

ABSENCES

The following categories have been established to explain both teacher and student responsibilities and obligations. Students who miss more than 20 minutes to any period/class are recorded as absences for period/class attendance and will occur on the student's report card.

Excused

The student's absence is unavoidable due to illness, accident, bereavement for a family member, retreat days, and approved school-sponsored co-curricular activities.

Unexcused

The student's absence is avoidable due to family travel, non-DePaul College Prep sponsored team competitions, unapproved college visits, dismissal from class for disciplinary reasons, and Deans' approved permission to leave campus are examples of unexcused absences.

3-Day Absences

If an illness requires a student to miss three consecutive school days, the Nurse's office requires a doctor's release to return to school.

Long Term Absence

Long-term absence is defined as any absence of nine or more consecutive school days resulting from prolonged illness, surgery, or therapeutic treatment. The school must be notified when parents first learn of the possibility of an extended absence. Arrangements for schoolwork must be coordinated through the student's guidance counselor and approved by the Dean of Students.

ATTENDANCE PROCEDURES

Regular and punctual attendance is an essential component of a DePaul Prep education. A student's contribution in class is central to the learning program and the progression of class. For this reason, severe attendance problems may require disciplinary action.

1. The parent or guardian should call the Dean of Students Office at **773-423-5125** before 8:00a.m. on a Regular Schedule day or before 8:45 a.m. on a Late Start Day on the day of the student's absence.
2. Upon returning to school, the student must present a note to the Deans' Office signed by one parent or guardian, stating the student's full name, date, the reason for absence, and a phone number where the parent can be reached. If a student should forget a note on the day of return, the student is still to check in at the Deans' Office where an Attendance Admit slip will be provided.
3. The student must show the Admit slip to each of his/her teachers, following an absence from the school. The slip must be turned in at the end of the day.

A telephone call or an email is required for every day of absence. Parents at the least must leave a message for the attendance clerk with the student's name, the reason for the student absence, parent name and phone number. In some cases the Dean of Student Office may require a physician's note for absences.

TARDY ARRIVALS TO SCHOOL

DePaul Prep students are expected to be punctual and in class when the bell rings. A tardy is defined as not being in the student's assigned classroom by the 8:10 a.m. bell. Parents/guardians are required to call the school office if a student is expected to arrive after 8:10 a.m. A student arriving after this time and without parent notification will be considered tardy and the tardy will go on the student's record. Students are expected to report to Student Services for an Attendance Admit form.

Students are allowed up to three tardy arrivals in the morning each semester - this includes being delayed due to inclement weather, poor traffic conditions, or transportation issues. On the fourth occasion, the student will be issued a Level One Violation (refer to the detention section for details).

Note: An excused tardy includes an illness or death in the family, a medical emergency, and an accident accompanied by a police report.

EARLY DISMISSAL

A note must accompany a request for an early dismissal from the parent or guardian with the full name of the student, date, and reason for the request. This note must be turned into the Deans' Office before 8:00 a.m. on the requested date. The student will only be released between class periods. A parent or guardian is required to come to the Deans' Office to pick up students. A government issued ID is required. If other arrangements have been made, these should be stated clearly in the note.

APPOINTMENTS/PHYSICIAN'S NOTES

Appointments should be scheduled outside normal school hours or after school on early dismissal days. Upon return the same day or the following morning, the student is encouraged to bring a physician's note stating that they were seen at a doctor's office. Although appointments are considered absences for attendance purposes, physician's notes will be filed and reviewed by the Nurse, Counseling Department or Dean of Students in cases where excessive absenteeism warrants a disciplinary review.

VACATIONS

Vacations are not to be planned during scheduled school time or exam days. The academic curriculum at DePaul Prep depends on a student's valued time in the classroom and any time missed places an added burden on the student and teacher.

DePaul Prep strongly discourages absences caused by family travel while school is in session. We urge parents to give serious consideration to the consequences of such absences. Parents and students should understand that excessive absences, whether excused or unexcused, would drastically affect class grades.

REQUEST FOR MISSING HOMEWORK

Upon returning to school after an absence, it is the responsibility of the student to meet with his/her teachers to make up missed work. If a parent/guardian anticipates that a student will be absent three or more days, the student's counselor should be contacted to gather assignments for the student.

PARTICIPATION IN SPORTS/ACTIVITIES

Students who are involved in any school activity may not practice, participate or perform unless they are in attendance at least half-day or 3.5 hours of the school day. Coaches, moderators and administration will check to verify a students' attendance.

TRUANCY

DePaul Prep considers a student who is absent from school without consent from a parent/guardian and the school to be truant and therefore, an unexcused absence. Truancy is considered a Level Two Violation.

Absence from a class period or academic support without parent notification to the school will result in a Level Two Violation. The student may receive a Level Two Consequence, and a parent/guardian conference may be required, or more severe violations may result in loss of participation in co-curricular athletics/activities, honor societies, or school functions.

SCHOOL ARRIVAL

When students arrive at school before the first bell, they must enter the building in dress code. Students may not loiter at the entrances to the school or on the sidewalk adjacent to the school. Students who arrive at school early are to go to the cafeteria or the library. Students are not allowed to congregate in the hallways, locker rooms or stairwells and are to remain on campus from the time they arrive at school until afternoon dismissal. If a student requests to leave the building during this time period, permission must be granted by the Dean of Students. The student must also be signed out accordingly before exiting the school.

THE LIBRARY - Morning and After School

The Library will be open at 7:00 a.m. Monday through Friday, except on Wednesday during faculty and staff professional development. The library closes Monday through Thursday after school at 5pm. On Fridays, it will close at 4:00 p.m.

During these hours, students may use the library for reading, quiet study, and/or research. All students are welcome in the library and are strongly encouraged to use it often. A respectful, quiet atmosphere, conducive to study and concentration should be maintained at all times.

GENERAL LIBRARY RULES

1. All library users must respect other students' rights by remaining quiet. Excessive noise will not be tolerated.
2. Students may be banned from the library if they consistently display bad conduct. Any act of vandalism to furniture, books, etc. will result in immediate restitution, library suspension for a maximum of one year, and disciplinary action.
3. NO food or drink is allowed in the library.
4. All rules of the DePaul College Prep Handbook and Acceptable Use Policy are in effect.

BACKPACKS

Students are allowed to carry backpacks to their classes, but must contain only the following:

- iPad
- Class notebook(s)
- Class folders
- School-related books
- DePaul Prep approved uniform items (V-neck, crew neck, quarter zip, or cardigan sweaters)
- Personal identification

Students should not carry items of great value (personal, financial or otherwise) but rather should keep items like this at home or locked in their locker.

DRESS CODE

The DePaul College Prep dress code is a major component in preparing students for the professional world while instilling self-respect, neatness and pride while displaying our school identity. With the support of parents and faculty, these guidelines help to engender a positive academic climate of mature behavior. Any student who cannot abide by the dress code due to injury or illness must receive written permission from the Dean of Students to attend school out of uniform in any way. All uniform clothing is to be purchased from the Land's End Website.

NOTE: The Administration reserves the right to determine whether a style of dress or a style, length, or coloring in hair is appropriate and in keeping with the philosophy of DePaul College Prep. Teachers are primarily responsible for enforcing the dress code.

ACCEPTABLE SCHOOL ATTIRE

FEMALES

- Khaki uniform skirts with DePaul logo, not more than two inches above the knee. Skirts may NOT be rolled up at the waist.
- White button-down dress shirt, long or short sleeves with school logo, fully buttoned and tucked in.
-OR- White or navy blue DePaul College Prep polo shirt, clean and tucked in.

- Khaki or docker style pants (chinos) with the DePaul Prep logo purchased from the DePaul Prep section of the Land's End website.
- Uniform khaki shorts from Land's End are acceptable attire in warm weather or August - September and April - May.
- Females are not allowed to wear yoga or form fitting pants, no elastic or tight-fitting cuffs on the ankle.
- A belt must be worn at all times; the waist of the pants must be above the waist line and pants must extend to the ankles.
- Socks must be worn at all times in school.
- Black, brown, navy blue, or grey dress shoes or boots (no combat, cowboy, high heels, etc.) are the only footwear allowed to be worn during the school day.
- Hair must be neat, clean, and professional
- Excessive jewelry is not allowed to be worn in the building during school hours. Young ladies may wear a maximum of one earring per ear.
- All uniforms must be purchased from approved DePaul College Prep vendors or school store.

MALES

- White button-down dress shirt, long or short sleeves with school logo, fully buttoned and tucked in.
-OR- White or navy blue DePaul College Prep polo shirt, clean and tucked in.
- Khaki or docker style pants (chinos) with the DePaul Prep logo purchased from the DePaul Prep section of the Land's End website.
- Uniform khaki shorts from Land's End are acceptable attire in warm weather or August-September and April-May.
- A belt must be worn at all times; the waist of the pants must be above the waist line and pants must extend to the ankles.
- Socks must be worn at all times in school.
- Black, brown, navy blue, or grey dress shoes or boots (no combat, cowboy, high heels, etc.) are the only footwear allowed to be worn during the school day.
- Hair must be neat, clean, and professional
- Males must be cleanly shaven on a daily basis in school. Sideburns must be neatly groomed and no longer than the middle of the ear. Beards and mustaches are not permitted.
- Earrings and excessive jewelry are not allowed to be worn in the building during school hours.
- All uniforms must be purchased from approved DePaul College Prep vendors or school store.
- Navy DePaul College Prep V-neck, crew neck, quarter zip, or cardigan sweaters are the only acceptable outerwear allowed to be worn in school. A DePaul College Prep polo or shirt must be worn under all outerwear. All outerwear must be official DePaul College Prep apparel.

ALL STUDENTS - DePaul College Prep ID

- A school issued DePaul College Prep ID card on the school issued lanyard must be visibly displayed around the neck at all times.
 - Freshman - Navy lanyard
 - Sophomores - White lanyard
 - Juniors - Navy lanyard
 - Seniors - Navy lanyard

The following are Unacceptable Dress and Prohibited from being worn in school:

- Hooded sweatshirts
- Piercings
- Hats
- Headgear – **including headphones, headsets, earphones or earbuds.**
- Sunglasses
- Visible Tattoos
- Visible chains, medals, medallions
- Unofficial or unapproved DePaul College Prep outerwear or shirts
- Gym shoes or unapproved boots (combat, cowboy, high heel, etc.)

OUT OF UNIFORM DAYS

- Uniform shoes, socks, pants and belt must be worn on spirit days.
- Students who are members of a school sponsored team are allowed to wear their game jerseys or shirt approved by the Athletic Director with their uniform pants and shoes on game days only.
- All team members must wear the same style jersey or shirt.
- Shirts displaying the names or logos of other high schools are prohibited on any occasion.
- Appropriate dress is expected at all school sponsored functions including those that take place off campus. No student will be admitted to school functions in immodest or inappropriate style of dress.

NOTE: The expectation is that students will show up for school dressed per the dress code and stay in dress code until 3:00 p.m., unless you are changing for a school sponsored activity. Decisions on dress code matters are at the sole discretion of the Dean of Students. Students who violate this policy may be refused admission to class or asked to call home for the uniform item to be delivered to school.

PHYSICAL EDUCATION UNIFORMS

Students taking Physical Education classes are expected to be in their gym uniform during class.

BUILDING EXPECTATIONS

- There is to be no loitering in the corridors or in the restrooms during the time allowed for changing of classes or at the beginning and end of the lunch periods.
- No shouting, fighting, wrestling, running or gum chewing is permitted in the school at any time.
- Students are not permitted to be in the building after 3:15 p.m. or on the weekend unless supervised by a DePaul College Prep employee.
- Lunches are to remain in the hall lockers until just before the lunch periods. It is only in the cafeteria that food and beverages are consumed. No food or beverages are allowed in the halls, classrooms, or the P.E. areas.
- Students are to be concerned with the neat appearance of the entire school, which includes, but is not limited to the cafeteria, hallways, classrooms, the gym, etc. Students found littering at DePaul College Prep will be subject to consequences of detentions and possibly suspension.
- Physical Education Classes: Students dressed before the bell rings to change classes, must remain in the corridor as designated by the P.E. teacher. Students are not to change any apparel item prior to entering the locker rooms to change for physical education classes.
- Telephones are available in every office in the building, including the male and female coaches' offices in the locker rooms. Students are allowed to use office phones with adult supervision.

Emergency calls for students should be made in the Main Office; these calls will be directed to the appropriate staff member or student.

CODE OF CONDUCT FOR STUDENT BEHAVIOR

- Any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Insubordination could result in suspension or expulsion.
- DePaul College Prep students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. These situations, which are a detriment to the good name of the school, as well as the student, are cause for a review which could lead to intervention, suspension, or expulsion (Some examples of these situations include: the use, possession, sale, or being under the influence of intoxicating beverages, drugs, or narcotics).
- DePaul Prep reserves the right to discipline students who engage in behavior on and off campus that is contrary to our Core Values or is detrimental to the reputation of DePaul Prep.
- School regulations are to be observed whenever students are on the school grounds -- both before and after school -- as well as at all social, athletic and spiritual events sponsored by the school whether these are held on the school campus or elsewhere. The faculty and administration exercise responsibility for students at these events and students are to heed their authority.
- In the DePaul College Prep family, we value each individual for the human potential he/she possesses; we encourage each other to achieve all that we can; we congratulate each other for our achievements. Ethnic, gender, or racial stereotypes prevent us from open-mindedly encountering each other as unique individuals. When we prejudge others, according to these stereotypes, it keeps us from developing responsible one-on-one relationships. The expression of these stereotypes reflects an unthinking, irresponsible, and un-Christian attitude, which is unacceptable in the DePaul College Prep family. Ethnic, gender, or racial slurs -- spoken or written -- will be dealt with by the Dean or a Counselor. Responses range from counseling sessions to suspension with a view to expulsion.
- Sale, possession or use of fireworks, stink bombs or any item that disrupts the good order of the school, are prohibited.

DEFAMATION OF CHARACTER

Defamation is communication that injures the reputation of another without just cause. Defamation can be either spoken (slander) or written (libel). False accusations against a teacher, administrator, or staff member is a serious offense and will be treated as such. Consequences may include suspension and/or expulsion.

ELECTRONIC DEVICES/CELL PHONES

Students are not to use laser pointers, cameras, camera cell phones, electronic devices (with or without headphones) in the building during classes from 8:10 a.m. - 2:55 p.m. or the end of the scheduled school day i.e. an adjusted schedule, unless granted permission from a faculty/staff member.

Students are allowed to carry their cell phones/electronic devices with them providing they are turned off, silenced and out of sight. In addition, students will be allowed to use their phones/electronic devices in the cafeteria during their LUNCH PERIOD ONLY. Phones, iPads, and all other electronic devices ARE NOT to be used during passing periods, when students are out of class, or in the bathrooms. Phones and electronic devices may not be used in classes (without teacher permission) or cause a disruption at any time.

Students violating this policy will receive a level one consequence. If the violation involves an iPad, a detention will be issued; however, the iPad will not be confiscated unless it is deemed necessary by the Dean of Students. Multiple violation offenses will result in level two consequences.

EXCESSIVE SHOW OF AFFECTION

Public displays of affection of a romantic nature during school hours are not permitted (i.e. kissing, hand holding, excessive physical contact).

FIGHTING/INTIMIDATION

Fighting in the school building, surrounding community, or on school grounds will result in immediate suspension and may lead to expulsion. Students who are play fighting are subject to immediate suspension as well. Play fighting is not allowed anywhere on campus and students found to have engaged in such activity, will be suspended.

GAMBLING

Students are not permitted to gamble by playing cards, participating in pools, online gambling, or gambling in any other way while at school or at any DePaul College Prep sponsored function. This may result in discipline or suspension with a view to expulsion.

GANGS/TAGGING

Gang activity of any kind will not be tolerated. DePaul College Prep will fully cooperate with police and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden. Gang graffiti or symbols in textbooks, electronic devices, notebooks, lockers, agendas, on clothing will result in immediate disciplinary action. In addition, pretending to be affiliated with a gang or gang activity will also not be tolerated.

HALL PASSES

All students are to be in possession of a pass outside of class or the cafeteria during the school day. If the student is found without a hall pass he/she may receive a detention. Students are to be in class during every period of the school day with the exception of lunch, study hall, or meetings with counselors/administration, unless an emergency situation arises.

IDENTIFICATION CARDS

Students are issued ID's, which they must be worn with the grade-level color coordinated lanyard during the school day. Failure to have an ID card will result in a detention. The ID also serves as a student's cafeteria debit card. Student ID's are issued through the Student Services Office. There is a \$5.00 charge to replace a lost ID.

LOCKERS

- Only school locks are permitted on the lockers and these are to be KEPT LOCKED. Students are only to use the locker assigned to them; any changes must be approved by the Dean. Students are not to give locker combinations or share lockers with anyone at any time.
- P.E. lockers are to be used for P.E. attire only. Books, jackets, etc. are not to be left in the P.E. locker room.
- DePaul College Prep is not responsible for lost, damaged, or stolen items. Students should not bring expensive personal items into the school (i.e. jewelry, and other expensive articles of clothing). All lost, damaged, or stolen items should be reported to the Dean of Students.
- Students may only use lockers assigned to them by the Dean of Students. Any changes to lockers must be made through the Dean of Students.
- Lockers are the property of DePaul College Prep and subject to search by a designated DePaul representative at any time for any reason the school deems fit.
- Students who vandalize lockers will be held accountable for restitution and face disciplinary consequences on a case-by-case basis. Students who possess permanent markers and substances that can make the locker dysfunctional will face disciplinary consequences on a case-by-case basis. Students who are in possession of another student's lock or locker keys may face a discipline board hearing and/or expulsion.
- Food or drinks for lunches are to be removed from lockers at the end of everyday.
- Gym bags are to be stored in lockers or designated rooms during class time.
- Students may only go to their lockers in the designated time in the morning, during change of class, and immediately after school.
- If a locker does not work properly (i.e., it is jammed, the combination will not work, or the student forgot the locker combination), the student should report this to the Dean of Students, immediately.

REPRESENTING THE SCHOOL

All DePaul College Prep sponsored events including, but not limited to, athletic events or social events require student conduct representative of DePaul College Prep's general policies and guidelines. Failure to represent DePaul College Prep appropriately will result in disciplinary action from the Dean of Students Office.

Students are expected to dress appropriately and in a manner that reflects the core values of the school at sporting and all extra-curricular activities. An immodest or inappropriate style of dress will result in the student not being allowed to participate.

SEARCHES

DePaul College Prep is private property, therefore, the administration reserves the right to search students, students lockers, their property, and/or any vehicle parked on DePaul College Prep grounds. The search will be made in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed or that the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply or the school may require that the student be withdrawn from DePaul College Prep.

SOCIAL MEDIA/WEBSITES/HOME INTERNET USE

The World Wide Web provides access to a global network of information, but the unregulated access opens the door to some risks. There is growing concern surrounding several websites that allow users to post personal information about themselves or others. DePaul College Prep has blocked such websites from the school network.

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media may include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Google+, and Flickr. Students are responsible for what they post and share on social media and can be held accountable by the school for inappropriate use of social media on or off campus. Regardless of privacy settings, students should assume that all information posted to a social media network is public information. Any negative or damaging image, video, post, or social network publication that is brought to the Dean of Students attention can be subject to a disciplinary hearing and a view to expulsion.

DePaul College Prep reserves the right to enforce Level 1, 2, or 3 disciplinary consequences if it is brought to the attention of the school that a student's comments or pictures are inappropriate, are in violation of the code of conduct listed in the Parent & Student Handbook, or represent DePaul College Prep in a way that reflects poorly on its mission, or if the overall health of the school is threatened. Serious misuse of social media may lead to suspension or expulsion.

Parents/guardians are encouraged to communicate with their children about the potential dangers and consequences of using the internet inappropriately, for it is the safety and well-being of all students that is a constant consideration for everyone at DePaul College Prep.

THEFT/LOSS OF PROPERTY

Stealing is not tolerated at DePaul College Prep. If a student is caught stealing or is in unauthorized possession of school property or another student's belongings, he or she may be suspended and/or face serious disciplinary consequences. While DePaul College Prep is a safe and secure place, students need to be responsible for their belongings and should never bring valuables, large sums of money, or expensive items on campus. Students should not leave backpacks or other personal items unattended. DePaul College Prep is not responsible for lost or stolen items, particularly items kept in lockers when students fail to keep the locker locked.

TRESPASSING

Being present anywhere on school grounds or at any school activity during a suspension period or being in the company of a person who has been dismissed from DePaul College Prep while on school grounds is prohibited and may lead to suspension with a view to expulsion.

VANDALISM

Vandalism involving school property or property of a fellow student will be dealt with according to the severity of the situation. Serious incidents will result in expulsion. All damage to school property must be paid for by the family.

WEAPONS

The possession of weapons, look-alike weapons, or anything considered dangerous on school property, at school-sponsored events, or social media is considered serious. Such actions may result in suspension or expulsion, notification of parent/guardian, police involvement, and meeting with the Dean of Students and the parent/guardian.

VIOLATION CONSEQUENCES

DISCIPLINE

In keeping with the statement to DePaul College Prep's mission statement, the students of DePaul College Prep are expected to be courteous and respectful at all times. Discipline is not just a set of rules and regulations. It is a system of behavioral expectations that align with DePaul College Prep's core values of Faith, Respect, Excellence, and Service. Each student at DePaul College Prep is expected to assume responsibility for his or her own behavior. If a student chooses to disregard school rules or policies, he or she must accept the consequences of these actions as set forth in this handbook.

CONFIDENTIALITY

Actions and behavior on a student's discipline record are kept confidential within the office of the Dean of Students. Records of disciplinary nature are sent to other institutions when requested primarily in the case of transferring students. Information about a student's discipline record can be requested by parents and must be done so in writing. Parents/Guardians will be notified by email when a student is issued a detention.

DETENTIONS

Detentions are consequences to violations of our Parent & Student Handbook. It is the period of time when a student will be required to serve as a result of a policy violation.

- If a student receives a detention at any time he/she will be required to serve that afternoon at 3:00 p.m. or the next available morning at 7:15 a.m. **Note: There will be NO Wednesday morning detentions.**
- If a student fails to report to detention he/she may be given another regular detention, a Saturday Detention or face suspension with a view to expulsion.
- If a student is issued **ten** detentions in one semester, that student may be suspended and placed on disciplinary probation for the remainder of the school year. Receiving **20** detentions in one school year is grounds for dismissal from DePaul College Prep.

DISCLAIMER: The recommended consequences below are guidelines only. Faculty/Staff members have the discretion to increase/decrease the detention hours based on the specific details, number of warnings, previous detentions for similar reasons, etc. Depending on severity, some offenses could lead directly to higher levels of disciplinary action.

LEVEL ONE VIOLATIONS

1. Out of Uniform (Student is wearing a non-uniform item or is wearing our uniform incorrectly or wearing uniform improperly).
2. Inappropriate behavior (disrespect, disruption, lying, inappropriate language, failure to follow instructions, etc.) in school or at school related activities (including bus transport).
3. Tardiness for class.
4. Each tardy after the third tardy in the morning.

5. Each absence after the 10th in one semester.
6. No ID (this includes using another person's ID and improper lanyard use).
7. Student presence in off-limit areas during school hours (inside or outside school building).
8. Unacceptable driving or parking violations (including unauthorized vehicle or failure to display parking tag).
9. Forgery of another's signature.
10. Failure to complete service hours on time.
11. Level 1 violation of the *Academic Dishonesty* policy.
12. Inappropriate device/cell phone use (Misuse of technology tools - device, using device for non-school related communication, or using a device for something other than its intended purpose - or - cell phone visible and/or in use in the classroom or hallway).

LEVEL ONE CONSEQUENCES

- 1-2 detentions depending on the situation.
- Parent/Guardian notification from teacher, if deemed necessary.

LEVEL TWO VIOLATIONS

The following abuses of a more serious nature may require a more thorough review and depending on the circumstances, the student could be subject to level 3 consequences.

1. Multiple or repeat level 1 violations.
2. Truancy or other absence from school or class without parent notification to the school.
3. Leaving school premises during the day without authorization.
4. Vandalism to school, student or staff property; restitution will be made.
5. Gambling.
6. Trespassing.
7. Misbehavior that might result in endangering the health and safety of students/faculty or staff.
8. Level 2 violation of the *Academic Dishonesty* policy.

LEVEL TWO CONSEQUENCES

- All of Level One consequences are applicable.
- 3-5 detentions depending on the situation.
- Parent/guardian conference with teacher and Dean of Students may be required.
- More severe violations may result in loss of participation in co-curricular athletics/activities, honor societies, or school functions.

LEVEL THREE VIOLATIONS

There are instances of misconduct so grievous that the student may face higher levels of discipline or expulsion from DePaul College Prep. Such situations will be reviewed by the Dean of Students and/or the Principal.

1. Multiple or repeat level two violations.
2. Very serious breaches of student conduct which reflect unfavorably on DePaul College Prep or threaten the good order and well being of the school community. Examples include, but not limited to, theft, possession of weapons, gang involvement, and habitual cutting class/truancy.
3. Serial misuse of technology tools.
4. Fighting, bullying, defamation of character, harassment, or hazing.
5. Discriminatory/Racist Language (Language that is discriminatory in nature and related to race/ethnicity, gender, sexual orientation, religion, or socioeconomic status).
6. More serious or repeat violations of the *Drug, Alcohol, Tobacco and Vaping Preventions* policy.

LEVEL THREE CONSEQUENCES

- All of level two consequences are applicable.
- Parent/guardian conference is required.
- Suspension or expulsion from school, Contract or Board of Appeals hearing.
- Any actions deemed to be criminal in nature may be referred to the Chicago Police Department.

SERVING DETENTIONS

Detention is a supervised period conducted before or after school. Detention will be held with the following schedule:

- **Monday- Friday 3:00- 3:45 p.m.**
- **Tuesday, Thursday, or Friday 7:15- 8:00 a.m.**
 - The student must be prompt. A student will not be admitted after the posted start time and is expected to stay until the end time.
 - Student involvement in jobs and/or extra-curricular activities and sports does not excuse a student from serving detention.
 - If a student fails to report to detention he/she may be given another regular detention, a Saturday Detention, or face suspension with a view to expulsion.
 - Students must be in full uniform.
 - Electronic devices are not allowed in detention; students will be dismissed if found in violation.
 - Students will not be allowed to work on homework but instead will participate in a reflective exercise designed to help students consider the negative implications of their actions.
 - If a student is found to be disruptive in detention, he or she will be dismissed and not given credit for serving any portion of the detention. In addition, the student will receive an additional detention.
 - If a student is scheduled for both Academic Support and needs to serve a detention that day, the student will be required to attend Academic Support and serve the detention the following morning.
 - If a student is issued **ten** detentions in one semester, that student may be suspended and placed on disciplinary probation for the remainder of the school year. Receiving **20** detentions in one school year is grounds for dismissal from DePaul College Prep.
 - All detentions must be served in order to take semester exams.

DISMISSAL FROM CLASS

If a student is dismissed from a class by his or her teacher, he or she is to report to the Dean of Students office immediately. The student will receive a minimum of two detentions. Failure to report to the Dean's Office may result in more severe consequences.

LOSS OF PRIVILEGES

Membership, participation and leadership roles in co-curricular athletics and activities, honor societies, and school functions are privileges. They carry the responsibility of representing DePaul College Prep and setting an example of high levels of character.

Major violation of *any* DePaul College Prep policy may lead to loss of participation, membership or future membership to any of these organizations. Loss of privilege may include, but not limited to:

- Suspension from games or club activities.
- Withdrawal from honor societies.
- Disqualification/removal from leadership positions.
- Loss of 4th Quarter Senior Privileges, including Prom.
- Expulsion from teams/clubs in the most severe situations.

PROBATION

A student may be placed on probation for what is determined to be a serious violation of the proceeding codes and policies. The records of students placed on probation during the current school year are subject to review by the Board of Appeals at the end of the school year. At that time, the student may be asked not to return to DePaul College Prep.

- The Deans/Administration shall determine if cause for probation exist.
 - When a student is placed on probation, the probation is designated as being for:
 - Attendance Probation
 - Academic Probation
 - Disciplinary Probation

SUSPENSION

Suspension from school removes all privileges from a student for the length of the suspension as determined by the Dean of Students or Principal. Parents/guardians are required to meet with the Dean of Students in the event that their child is suspended. The terms of the suspension will be communicated to the student's parents/guardians.

The procedure and grounds for suspension include but are not limited to:

- Violations of those school regulations that suggest or impose suspension as a consequence of misconduct.
- Any actions that interfere with or threaten an individual person and/or the orderly function of school activities including classroom, co-curricular and athletic activities.
- Continuing serious past-due tuition conditions, not corrected after written warnings from the Business Office.
- The Dean shall determine if cause for suspension exists. In some cases the Dean may hold the suspension in abeyance and substitute another penalty. There are both in-school and out-of-school suspensions.

If cause for suspension does exist, the Dean shall:

- Immediately remove the student from the academic or extra-curricular areas of the school and orally give reasons for suspension.
- Notify parent(s) or guardian(s) of the reason(s) for the suspension from class and/or school. No pupil shall be released from school during the school day until a parent or guardian is notified and the student is picked up.
- Confer with the parent(s) or guardian(s) regarding the corrective measures necessary for the student to regain the privilege of returning to class or school.

Note: A student who is suspended either in or out of school is required to make up academic work missed on the day of his/her suspension. Suspended students receive a maximum grade of 59 for assignments made up. Students receive full academic credit for written tests taken on a day of suspension. Written tests are to be taken in class on the day of suspension. If a student does not

complete the work, the student receives an appropriate grade. Example: a student who refuses to complete the work, test, or assignment would receive a grade of 0 on the day of the suspension.

EXPULSION/WITHDRAWAL

The Principal has the option of expelling students upon receiving that recommendation from the Discipline Board or of immediately expelling students for a flagrant violation of DePaul College Prep's behavior policy. Students who are expelled are outlined the reasons for expulsion and no longer permitted on campus.

The procedure and grounds for expulsion include but are not limited to:

- Violations of those school regulations that impose or suggest expulsion as a disciplinary measure.
- Violations of any City of Chicago ordinance or State or Federal Law.
- Any extreme behavior that demonstrates a flagrant disregard for the rights, property and well-being of others.
- The Deans shall determine if suitable cause exists for possible expulsion.

If cause for possible expulsion exists, the Deans shall:

- Follow the general procedure for suspension.
- Request the Principal to convene the Board of Appeals. The Board will then meet with the student and the parent(s) or guardian(s), if they wish to attend, to examine the nature of the offense(s).
- In conjunction with the Principal, ask the Board of Appeals to make recommendations concerning dismissal or some suitable corrective measures that will enable the student to become an effective member of the DePaul College Prep community. The Principal and President will make the final decision regarding student dismissal.
- The Principal or President will inform the parent(s) or guardian(s) about the decision on the student's status.

BOARD OF APPEAL

The purpose of the Board of Appeal is to hear the facts regarding a student's disciplinary record or expulsion in order to make a recommendation regarding the student's status. The board is composed of three faculty members (appointed by the Principal), a counselor, the Dean of opposite grade level, and a faculty/staff advocate chosen by the student.

1. The student must inform the Dean of Students of his or her wish to appeal before the Board within 24 hours of receiving notice of expulsion. The student will remain on out-of-school suspension until the hearing is concluded.
2. The Dean of Students will arrange a time and place when all Board members, the student and parent(s)/guardian(s) can meet. At that time all will review the circumstances that led to the appeal.
3. In a closed session, the members of the Board will discuss the appeal and propose a recommendation.
4. The Principal, mindful of the recommendation of the Board, makes the final decision and informs the parent/guardians of this decision within 24 hours of the appeal. If a student is permitted to stay, he or she must agree to follow all stipulations as outlined in a written contract.
5. A student who has appeared in front of the Board of Appeals may not do so a second time.

PREGNANCY POLICY

As a Catholic community, we affirm, encourage, and emphasize the need to make good moral choices, which include abstinence from engaging in pre-marital sex as well as not considering abortion as a possible course of action. The administration and student services personnel of DePaul College Prep will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment.

When the school becomes aware of a student who is pregnant:

- A conference will be held with the student, her parents, the Assistant Principal, and her counselor to determine the most appropriate course of action. If the father is a DePaul College Prep student, he and his parents will also be included in this process.
- Should the student decide to stay at school, the student and her parents/guardians assume all responsibilities for prenatal care as well as all the regular school responsibilities. Absence from school for maternity reasons will be managed as are all extended absences for medical reasons.
- Pregnant students may participate in one of the many fine alternative programs offered in the Chicagoland area by reputable agencies like Catholic Charities. DePaul College Prep will fully cooperate with the student who enrolls in such a program. The educational program alternatives must be compatible with the program offered at DePaul College Prep, so that the student will be able to return to DePaul College Prep with a minimum of difficulty.
- Periodic updates on the student's condition, from the student's doctor, will be requested by DePaul College Prep. This will be done out of our concern for the student's welfare.
- As with all DePaul College Prep students, the student is expected to abide by all academic, behavioral, and social norms of the school.
- The student's return to school after delivery will be preceded by a conference out of concern for the student.
- Students will not be allowed to have their infant/child with them during the school day or at school sponsored activities.

DRUG/ALCOHOL/TOBACCO/VAPING PREVENTION POLICY

EDUCATION AND PREVENTION FIRST

The health and wellness of our students are of great importance to us. Adolescent brains are still in development and are impacted by the use of unhealthy substances. Because of this, we take possession, use, or purchase of drugs, tobacco, vaping materials or devices, or alcohol very seriously. *In the spirit of restorative practice*, our first strategy at preventing the use of any of these substances is educating students, faculty and parents/guardians about the repercussions of use of these substances. Each year, students are educated through health and wellness presentations in the first semester of the school year. In their sophomore year, students take a Health course that includes curriculum on the mechanics and dangers of addiction and vaping specifically. We invite parents to partner with us in taking a proactive approach to preventing any use of alcohol, tobacco, vaping materials or devices, or drugs by continuously educating ourselves as adults and our children. **The substances covered by this policy are illegal for consumption either by persons under the age of 21 or by anyone at any time, i.e., illegal substances.**

To discourage use, possession or sale of drugs, alcohol, vaping materials or devices, or tobacco on school grounds or at a school-sponsored function, random searches will be completed throughout the school year. This process will include a search of randomly selected students, including their bags/backpacks, lockers and gym/athletic bags.

CHEMICAL ABUSE REFERRAL EDUCATION (C.A.R.E.) PROGRAM

Consistent with our mission to create an educated and just world, one student at a time, DePaul College Prep seeks to educate students and their families about the health issues associated with drug, alcohol and tobacco use. We have created the C.A.R.E. program in order for students experiencing problems with alcohol and other drugs or tobacco to receive professional assistance in partnership with the Rosecrance Health Network. Our C.A.R.E. program seeks to involve students, their parents or guardians, and select members of our staff in a joint effort to deal constructively with problems associated with substance use and abuse. The two means by which a student becomes a participant in the program are (1) voluntarily through self-reporting an issue a student is experiencing or (2) an Alternative to Suspension via the Dean's Office.

Any participation in the C.A.R.E. program, whether voluntarily or by way of Alternative to Suspension, is judged to be a good faith effort by the student and his or her family to find a real solution to an equally real and potentially destructive habit or addiction. Additionally, participation in the C.A.R.E. program will not become a part of the student's permanent school record. No evidence of the student's having been referred for observation or processed for an assessment and possible treatment will be shared with any institution, academic or otherwise.

VOLUNTARY PARTICIPATION

Voluntary participation generally results when a student or an advocate of the student submits his or her name to their counselor or the school nurse.

Voluntary participation includes, but is not limited to the following:

1. individual support from a school counselor
2. small group support
3. parent support and assistance
4. teacher consultation/referrals
5. professional consultation

Self or advocate-originated identification is always treated with confidentiality. It is not punitive. The procedure for self or advocate-originated identification is as follows:

- Student or advocate meets with a teacher, counselor, coach, or other DePaul College Prep staff member.
- The student's counselor will host a meeting with the parent(s), student, and Principal to plan a course of action and treatment.

RESPONSE TO SUSPICION OR INCIDENT

Evidence that a student uses, purchases, or is under the influence of alcohol/drugs, or in possession of tobacco, alcohol, vaping materials and devices, illegal drugs or drug paraphernalia, for example but not limited to: vaping pens or devices, vaping device chargers, marijuana pipes or bongs, rolling papers, or lighters on school property or school-related function, will result in disciplinary action and parent notification.

FIRST OFFENSE:

- 5 day in-school suspension OR agreement to participate in the C.A.R.E. Program in partnership with Rosecrance Health Network.
 - If a student chooses the 5 Day in-school suspension, the following applies:
 - Participation in a drug test via Rosecrance Health Network at the expense of the parent before the student is able to return to school. Information to be provided to parents by school.
 - Student may not practice on any athletic team or participate in athletic contests.
 - Student may not attend club meetings or participate in club activities.
 - Student may not participate in other school sponsored events such as a dance or fair.
 - All school work submitted will be graded at a maximum of 59%.
 - The student will be placed on Discipline, Attendance, and Academic Probation.
 - The suspension will be part of the student's school record and will be required to be disclosed on college applications.
 - Student must abide by a Behavior Modification Contract and submit to an additional drug test after 100 days.
 - If a student chooses the C.A.R.E Program, the following applies:
 - Student may practice on any athletic team but may not participate in athletic contests for a number of contests to be determined by the coach, Athletic Director, and school administration.
 - Student may limit or jeopardize his/her status in all school clubs and participation in activities as determined by the club moderator, Dean of Student Activities, and school administration.
 - Students must be tested by and enrolled with the Rosecrance Health Network, which will be monitored by the student's counselor and the Dean of Students to ensure adherence to the totality of this program, as well as the established time frame required for adherence of this program. Failure to complete all required steps of this program will cause the student to revert to a 5-day suspension as described in the section above. All costs of this program will be at the expense of the parent/guardian.
 - Submit to an additional drug test at the end of the Rosecrance Intervention Educational Sessions.
- [Behavior Modification Contract](#) to be signed by the student, parent, and principal. This contract outlines behavioral expectations for the student for the duration of the school year.

SECOND OFFENSE:

If a student violates his/her *Behavior Modification Contract* and uses, purchases, or is under the influence of alcohol/ drugs, or in possession of tobacco, vaping materials or devices, alcohol, illegal drugs or drug paraphernalia for a second time, the student will face the following disciplinary action and parent notification:

- 3 or 5 Day out-of-school suspension, in which the following applies:
 - Student may not practice on any athletic team or participate in athletic contests for the duration of their suspension.
 - Student may not attend club meetings or participate in club activities for the duration of their suspension.

- Student may not participate in other school sponsored events such as a dance or fair for the duration of their suspension.
- All school work submitted will be graded at a maximum of 59%.
- The suspension will be part of the student's school record, and the student will be required to disclose suspension on college applications.
- DePaul College Prep Administrative Review process to decide on a course of treatment and education, or immediate expulsion. Student must participate in additional drug testing with the Rosecrance Health Network. All costs of this program will be at the expense of the parent/guardian.

THIRD OFFENSE:

The student will be dismissed from DePaul College Prep.

OTHER OFFENSES:

- **Off-Campus Violations:** If a situation is brought to our attention in which a student, or students, is/are found to be in violation of the DePaul College Prep Drug, Tobacco, Vaping and Alcohol Policy outside of school, DePaul College Prep reserves the right to investigate and take necessary disciplinary steps.
- **Sale of Illegal Substances or Prescription Medication:** Possession of or control of any illegal substance or prescription medicine with the intent to sell or distribute will result in immediate expulsion from DePaul College Prep. Distribution includes sharing or selling any illegal substance or prescription medicine.

ROSECRANCE STEPS AND CONTACT INFORMATION:

1. Parents and Students attend a confidential meeting at Rosecrance.
2. Parents will be directed to a Quest Lab for a Toxicology test.
3. Student Assessment Interview scheduled and held.
4. Rosecrance to make a recommendation for Prevention Services.
5. Student will attend Prevention Services (typically 3-4 sessions) and complete program.
6. Certificate of Completion sent to DePaul College Prep.

Rosecrance Health Network scheduling: 815-391-1000

SMOKING/TOBACCO/MARIJUANA

DePaul College Prep recognizes that the use of tobacco or marijuana products and related products, including electronic nicotine delivery systems and vaping devices is a health, safety and environmental hazard for students, staff, visitors, and school facilities. Smoking, use, or possession of tobacco, cigarettes or electronic cigarettes, vaping devices, tobacco alternatives, or their components are prohibited on school premises at any time, including school-sponsored activities on or off-campus. Students, parents, or visitors are not to have any tobacco or marijuana products, electronic cigarettes, vaping devices, matches or lighters on the DePaul College Prep campus.

PARENT GUIDELINES

The DePaul College Prep Administration and Faculty seek to work with parents to provide an environment for the students' that encourages responsible and healthy lifestyle decisions. As part of our responsibility to prepare students for college and life beyond, we take the code of student behavior very seriously.

We ask that parents respect and follow these guidelines. Alcohol cannot be served even to adults. This is an important way to demonstrate to students that people can have fun without alcohol. We request that you follow that same guideline when hosting pre-dance parties. Taking photographs at someone's home can be enjoyed by both students and parents without adults drinking alcohol in front of the students. We send a clear message to students with our own behavior.

- Talk to your son/daughter about your views on the use of alcohol, drugs, and tobacco. It is important that they know your values and will learn from what you say and what you do. Also, help them understand that other values matter: a set of values held by their school which translates into a code of behavior and a set of values held by their society, which results in laws.
- Make sure that your son/daughter is aware that one important consequence of conduct warranting discipline is that many college applications ask if the applicant has ever been suspended or put on probation. DePaul College Prep is asked to report significant disciplinary measures to a student's prospective colleges.
- The Illinois High School Association, the Chicago Catholic League, and the Girls Catholic Athletic Conference have very strict regulations barring the presence of alcohol at athletic events. Please note that schools that violate this policy will not be allowed to host IHSA events. We strongly urge parents to enjoy DePaul College Prep events **WITHOUT** consuming alcohol before or during these events.
- In accordance with state laws and local ordinances, alcohol cannot be purchased for nor served to any person under the age of 21. Persons who serve alcohol to underage drinkers or permit alcohol to be consumed by teenagers in their homes not only endanger the health and well-being of those persons and open themselves to serious legal and financial consequences, but may also be engaging in conduct that leads to their child or other students being disciplined, suspended, or expelled.
- Parents are required to treat faculty and staff members with respect and to comply with each faculty/ staff members reasonable guidelines governing parent meetings.

ABUSED AND NEGLECTED CHILD REPORTING ACT

Illinois law requires all school personnel, who have reasonable cause to believe a child known to them in their professional or official capacity may be being abused and/or neglected, to report or cause a report to be made to the IL Department of Children and Family Services (DCFS).

TRANSFER TO ANOTHER SCHOOL

A student must get a Transfer Request form available in the Main Office and complete it with his/her guidance counselor. The student's parent/guardian must then schedule an appointment with a Counselor, who will conduct an exit interview and approve the transfer request. No official/unofficial transcript will be issued until all financial obligations to the school have been satisfied and the student turns in his/her I.D. card to the Dean of Students.

LOST AND FOUND

The DePaul College Prep "Lost and Found" is located in the Main Office. Articles found during school hours should be taken to the Main Office. Lost articles should be claimed immediately; if they are not claimed, they will be donated.

SHADOW DAY PROCEDURES

Students will be paired with a DePaul Prep Student Ambassador, one with whom the student shares common interests. You may also request a student that you know; please indicate the request on the form. This does not guarantee a shadow day with that particular student based on daily schedules but we will try to accommodate when possible.

Shadow days begin at 8:00 a.m. and end at 2:15 p.m. Shadows will be given a voucher to use in the Student Cafeteria to purchase a lunch, though students may bring their own lunch if preferred. Please note any food allergies on your application.

DePaul College Prep maintains a uniform dress code. We ask that you please wear your grammar school uniform. If your school does not require a uniform please wear:

- **Boys:** Dress pants, dress shoes and a collared shirt. Polo style shirts are acceptable.
- **Girls:** Dress pants or dress skirt and dress shoes.

Absolutely no jeans, gym shoes, t-shirts, sweatpants, sweat shirts, sleeveless or mid-drift tops allowed. Shadows will not be allowed to attend classes if they are inappropriately dressed.

BOOK PURCHASE

DePaul has transitioned to an online bookstore. All hard copy and online books can be purchased using the [textbook portal](#) located on the DePaul College Prep Website. To ensure student success, all students are required to purchase texts by the first day of school. For eTexts, we suggest purchasing on the iPad you will be using at school.

1. Take a look at your schedule (emailed out). Write down the three-digit Course Numbers that correspond to your classes. You can also find your Course Numbers in the 2019-20 Course Selection Guide. (i.e. *The Course Number for English 1 (Honors) is /015*).
2. Find the tabs on the DePaul Prep website by Department. Click-through and browse each department to find all required books for your courses. All books listed for your course will have the preferred format (i.e. paperback, hardcover, or eText) and a direct link to purchase the course text from the suggested vendor.

HOW PARENTS CAN USE SCHOOLOGY

Schoology is a password protected online service that allows teachers to post grades, assignments, projects, calendar events and due dates for projects. It also can be used by moderators to post dates and times for sporting events and various clubs. Parents who wish to activate their account should contact the Director of Instructional Technology. Since this is an online service, parents can access Schoology at any time.

Once logged in they can access any reports that teachers have posted and see the grades of their child in that particular class. They do not have to wait for a progress report or a report card and can take immediate action if they see a grade is slipping. Generally, a teacher will put the date, name of the graded item, maximum points, points student earned, and the student's percentage or letter grade. The report will also show what the marking period or semester grade is at that point. A parent can choose to have an email sent to them when a new report is posted or when a class grade becomes lower than a particular percentage.

FINANCIAL INFORMATION 2019-2020

FINANCIAL POLICIES AND PROCEDURES

As a school community, DePaul College Prep is committed to making an education for families from socioeconomically diverse backgrounds possible. DePaul College Prep understands that a Catholic high school education is an investment in a student's future.

Tuition for the 2019-2020 school year is \$12,770. This does not include the Registration Fee (\$400). The Registration Fee is non-refundable. A family will incur additional costs for books, one-to-one technology, iPads, uniforms and meals.

As a condition of enrollment, the parents/guardians and student agree that the student will be subject to the rules, regulations, disciplinary policies and procedures which are in effect and may be established by DePaul College Prep. In addition, each party agrees to be individually responsible for the tuition and fees established by the school, for each school year that the student is in attendance. The school reserves the right to suspend students who are not current with tuition, fees or other financial obligations unless specific acceptable arrangements have been made with the school. Failure to pay tuition, fees, or any other financial obligations to the school will result in the student not being allowed to continue attending DePaul College Prep.

GENERAL FINANCIAL POLICIES

1. All families are required to create a FACTS account for the payment of tuition and incidental expenses (Kairos retreat, graduation fees, AP exam fees, etc.).
2. The Registration Fee is non-refundable.
3. A 2% discount will be applied to tuition payments made in full by July 15 preceding each school year.
4. In order for students to receive their academic schedules in August, all payments (including past due amounts) must be current.
5. Participation in prom/graduation ceremonies is an honor and a privilege. There must be no outstanding financial balance due to DePaul College Prep for a student to be eligible to participate in prom and graduation ceremonies.

TUITION PAYMENT IN DEFAULT

1. If a payment is not made, for whatever reason, and the family has not made acceptable arrangements with the school, the following process will be followed:
2. The parents/guardians will be notified by email or phone of the payment not being received.
3. The parents/guardians will be given 30 calendar days to bring the account to the current status or meet with school administration to have an adjusted payment schedule approved (not a guarantee).
4. If the account is not brought to current status, and an adjusted payment schedule is not agreed upon by the school administration, the student enrollment will cease after the 30th day.

FINANCIAL AID

DePaul College Prep is able to offer two kinds of financial assistance to our students: need-based financial aid and academic scholarships. If a student is receiving any type of financial aid or scholarship, the funds will be equally distributed throughout the academic year.

Need based financial aid may be awarded by DePaul College Prep to families who complete the financial aid application during the designated application period which is described on our website. Need based aid is not guaranteed but DePaul Prep does its best to make aid available to deserving students. Need based aid may be renewed if the family's financial need continues and if the student maintains a 2.0 GPA or higher, observes all school discipline policies and procedures, and provides student work to DePaul College Prep as directed. For incoming 9th grade students, the process begins with completing both the Admissions Application and the Financial Aid Application (available on our website in December prior to each school year). Students who sit for the entrance exam at DePaul College Prep will be given first consideration for need based financial aid awards. Students whose tuition account balance is not current at the end of the academic year may be not eligible to receive financial aid the following year.

Incoming students who sit for the entrance exam at DePaul College Prep and achieve a high score are eligible to receive an academic scholarship. Please reference our website for the scores needed and amounts awarded. Annual renewal of academic scholarships require continued academic performance of a 3.0 GPA. Additionally, any remaining tuition balance must be current. Students and parents/guardians who fail to comply with these requirements will not be eligible for scholarship renewal. Following the entrance exam, admitted students will receive notice if they are recipients of an academic scholarship.

Other Information

DePaul College Prep abides by all federal and state regulations regarding the confidentiality of student records.

DePaul College Prep admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and other school-administered programs.

Main Office Hours

The office will be open from 7:30 a.m. to 4:00 p.m. during school days. It will be closed on legal holidays and some religious holidays. Please refer to the DePaul College Prep school calendar.

- Main office phone: 773-539-3600
- Main office fax: 773-539-9158

TRANSPORTATION/PARKING/DRIVING RULES

DePaul College Prep assumes no responsibility for any method of student transportation to school. If a student drives to school, he/she is expected to obey all governmental rules and regulations regarding the operation of a motor vehicle and parking. DePaul College Prep students are expected to demonstrate consideration for our neighbors at all times. Students should refrain from playing loud music, using foul language, and littering. There are a limited number of parking spaces available in the North parking lot for DePaul College Prep students. Please be aware that a parking space is a privilege and not a right. Students who wish to retain this privilege will abide by the policies stated below:

- If a student wishes to park in the lot, he or she must register their vehicle in the Main Office
- Any reckless driving or behavior that endangers the student, others and/or other vehicles will result in the student losing the privilege to park in the lot.

- An unregistered student vehicle, parked illegally in the DePaul College Prep parking lot can be towed at the owner's expense after 10 p.m.
- Students that wish to keep their vehicle in the parking lot overnight (Kairos, out-of-town athletic events, etc.) must register their vehicle in the Main Office and receive a sticker to be placed inside their vehicle. Any unregistered vehicle will result in a tow after 10 p.m.
- DePaul College Prep is not responsible for damage and/or loss to students' vehicles. Students are responsible for understanding these policies and all other regulations that DePaul College Prep deems necessary to ensure the safety of all.
- Students may not loiter in the lot nor return to their cars or drive them during the school day, including lunch, or during a school dance, unless they have administrative permission to do so.
- While on school property, cars may be subject to search by school authorities.
- Bicycles must be parked and chained in the bicycle racks in the back of the school. Locks and chains should be designed for bicycle security. Bicycles must not be chained across the racks, to the parking lot fence, or to sign posts on California Ave.
- Under no circumstances does DePaul College Prep tolerate or permit the use of motorcycles, vespas, segways, or scooters as a means of transportation to school; this includes all school-related or sponsored events.

PUBLIC TRANSPORTATION

Students who ride CTA public transportation are always representatives of their school. The DePaul College Prep community expects all students to demonstrate proper behavior on CTA vehicles, thereby reflecting our school community's respect for others and for public property. Students who do not demonstrate proper behavior are subject to loss of their CTA passes and to further disciplinary action depending on the nature of the offense(s). Students may purchase CTA bus passes at the beginning of each school year for a fee of \$2.00. The fee for the pass is determined by the CTA. Lost bus passes can be replaced in the Main Office for a fee of \$2.00.

Failure to observe these rules may result in one or more of the following:

- Detention(s)
- Suspension with potential recommendation for expulsion

TECHNOLOGY ACCEPTABLE USE POLICY AND GUIDELINES

SCOPE

DePaul College Prep provides access to technology devices, Internet, and data systems to employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of students using and accessing the school technology, Internet, and data systems regardless of the user's physical location.

STUDENT ACCEPTABLE USE POLICY & CONTRACT

Copies of the Acceptable Use Policy and the student contract for Internet use are included in the Student Handbook, given to all students at the beginning of the school year. By receiving this document you are agreeing to The Student Contract for Internet Use.

All use of DePaul College Prep's electronic network must be:

- in support of education and/or research, or
- for a legitimate school business purpose.

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via DePaul College Prep's electronic network or DePaul College Prep computers. General rules for behavior and communications apply when using electronic networks. Appropriate and acceptable uses, ethics and protocols are contained herein. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. DePaul College Prep employs a network monitoring service known as Gaggle. Any violations identified by Gaggle of the AUP are emailed to the student's DePaul Prep email address, Technology Department, the Counseling Department Chair, and the Deans of Students. The Deans of Students will determine disciplinary consequences of violations, and the Counseling Department Chair will determine any additional actions, if necessary.

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the DePaul College Prep's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The administrative or designee shall develop an implementation plan for this policy and appoint a system administrator. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

DePaul College Prep is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, DePaul College Prep will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR

The use of the DePaul College Prep's electronic networks shall (1) be consistent with the curriculum adopted by DePaul College Prep as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials.

As required by federal law, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.

DePaul College Prep's electronic network is part of the curriculum and is not a public forum for general use.

Additionally, the following are guidelines for the expectation of using 1:1 technology devices responsibly:

- Bringing a charged device to school every day.
- If a case was purchased, storing the device in the case at all times.
- Moving safely through the hallway while carrying a device.
- Respecting the property and privacy of others by not using another student's device or account.
- Using the device, app, and other information resources to support learning, complete school assignments, and gain an understanding of how technology works.
- Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work.

PRIVILEGES

The use of DePaul College Prep's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with all school administrators and a school administrator will deal directly with the violator.

UNACCEPTABLE USE

Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- Use personal or school-provided devices to airdrop files, photos, videos, etc without the permission or approval of a faculty/staff member.
- Use of a Virtual Proxy Network (VPN) is strictly prohibited.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Using the network for private financial or commercial gain.
- Wastefully using resources, such as file space and bandwidth.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video.
- Using another user's account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network while access privileges are suspended or revoked.

NETWORK ETIQUETTE

Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc.

These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

NO WARRANTIES

DePaul College Prep makes no warranties of any kind, whether expressed or implied, for the service it is providing. DePaul College Prep will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. DePaul College Prep specifically denies any responsibility for the accuracy or quality of information obtained through its services.

INDEMNIFICATION

The user agrees to indemnify DePaul College Prep for any losses, costs, or damages, including reasonable attorney fees, incurred by DePaul College Prep relating to, or arising out of, any violation of these procedures.

SECURITY

Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Principal. The Administration is responsible for notifying the Technology Department. The user should not demonstrate the problem to other users. The user should also keep his/her account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep accounts and passwords confidential and do not use another individual's account.

In addition, DePaul College Prep employs a number of security procedures for the safety of all students, faculty, staff and guests. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

DePaul College Prep employs a network monitoring service known as Gaggle. Any violations identified by Gaggle of the AUP are emailed to the student's DePaul Prep email address, Director of Technology, and the Dean of Students. The Dean of Students will determine consequences of violations, if necessary.

The use of a Virtual Private Network (VPN) while using DePaul College Prep's network is strictly prohibited as it jeopardizes the security protocols established by the school. Any attempt to knowingly or unknowingly use a VPN will result in disciplinary actions.

All teachers will be utilizing Apple Classroom and Schoology within their courses this year. Apple Classroom is meant to manage and enhance in class iPad use. It is a powerful teaching assistant, that helps guide students through a lesson, allows teachers to see student progress, and keeps them on track while in the classroom. Schoology is a learning management system (LMS) for K-12 schools, higher education institutions, and corporations that allows users to create, manage, and share content and resources.

FEATURES APPLE CLASSROOM AFFORDS THE TEACHER

- Only functional over the DePaul College Prep network and while the student is in our building or in the classroom where the teacher is using the app.

- Allows a classroom teacher to easily launch any app, website, or book on every student device at the same time while teaching.
- Allows teachers to group students by topic and launch a different app for each of the groups.
- Allows teachers to share exemplary student work live on a projection screen in the classroom.
- Using the app in the classroom, a teacher can lock devices to refocus students on the content being taught at that time.
- Allows teachers to lock devices into a single app which especially ensures the integrity of online test taking.
- The “End Class” feature of the app disconnects student devices from the class while class is not in session.
- Can be used to mute audio on student devices.
- Does not require your child to download anything or install any spyware to his/her iPad.
- Does not grant faculty or staff access to any private files on the iPad.

FEATURES OF SCHOLOGY

- **Flexible Instructional Tools** - allows the teacher to easily differentiate instruction for students of different abilities allowing the material to be done at a student's own pace or as a group depending on the preference of the teacher/student.
- **Calendar** - a way to manage personal and course events, ensuring communication for all.
- **Online Homework Submissions** - in-line grading system allows the teacher to comment, annotate, and grade an assignment without having to download and then upload the grade version.
- **Assignments and Events** - allows the teacher to create a variety of different assignments.
- **Tests and Quizzes** - allows instructors to create a variety of different types of questions for quizzes and tests.
- **Online Gradebook and Attendance** - allows the teacher to keep grade easily accessible and graded assignments and tests automatically input into the gradebook.
- **Customized Grading Options** - allows the teacher to grade using a numeric, alphabetic, or rubric system. The rubrics are completely customizable including point value, descriptions, and naming.
- **Standards and Outcomes Alignments** - allows teachers to easily align content, assessments, and rubrics to Common Core, State Standards, or custom learning outcomes.

VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

TELEPHONE CHARGES

DePaul College Prep assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

COPYRIGHT WEB PUBLISHING RULES

Copyright law and DePaul College Prep policy prohibit the re-publishing of text or graphics found on the web or on School websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the

original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

USE OF EMAIL

DePaul College Prep's email system and its constituent software, hardware, and data files are owned and controlled by DePaul College Prep. DePaul College Prep provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- DePaul College Prep reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via DePaul College Prep's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with DePaul College Prep. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of DePaul College Prep. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of DePaul College Prep's email system constitutes consent to these regulations.

INTERNET SAFETY

- Internet access is limited to only those acceptable uses as detailed in these procedures.
- Staff members shall supervise students while students are using DePaul College Prep Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures. Add Apple Classroom.
- Each DePaul College Prep computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the administration team or designee.
- The Network Administrator and Principal shall monitor student and staff Internet

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each student and his or her parent(s)/guardian(s) agree to these provisions while enrolled or visiting DePaul College Prep

All users of the DePaul College Prep's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777. Children's Internet Protection Act, 47 U.S.C. §254(h) and (1). Enhancing Education Through Technology Act, 20 U.S.C §6801 6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.

The school rules, procedures and practices in this handbook are subject to change at any time as may be needed to ensure continued compliance with federal, state and local laws and Board of Directors policy. They are also subject to review and alteration at any time by the administration to ensure the routine operation of the school. (The most current version of the Parent-Student Handbook posted on the DePaul College Prep website supersedes all previous versions.)