



Student/Parent Handbook

2021-2022

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## **MISSION**

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

## **OUR MOTTO: CHARITY AND TRUTH**

The motto has and continues to be core to the values and philosophy of Resurrection College Prep and is part of the Resurrection approach to education. The motto has been etched into all logos and documents of the school from the very beginning of the school's founding in 1922.

By expressing and celebrating the words "Charity and Truth," we acknowledge that God's love for us is merciful and unfailing. The truth is that God's love for us is unconditional and from that love we express God's love and charity through our own actions. As the Resurrection community, we believe that God calls us to work together for the resurrection of society, bringing his life and love to all and we represent the Resurrection in this banner.



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

**ONE LASALLE PRAYER**

Let me be the change I want to see

To do with strength and wisdom

All that needs to be done...

And become the hope that I can be.

Set me free from my fears and hesitations

Grant me courage and humility

Fill me with spirit to face the challenge

And start the change I long to see.

Today I start the change I want to see.

Even if I'm not the light

I can be the spark

In faith, service and communion.

Let us start the change we want to see.

The change that begins in me.

Live Jesus in our hearts forever!

## **Handbook Purpose**

This handbook is intended to serve as a guide to help students and their families come to know Resurrection College Prep's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, behavior, safety, athletics and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school.

Students or parents with a question about any handbook policy or statement should feel free to speak with the Dean of Students or Principal.

## **Non-Discrimination Statement**

Resurrection does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of our educational policies, admission policies, scholarships, financial aid programs, athletic and other school-administered programs.

Resurrection College Prep High School abides by all applicable policies of the Archdiocese of Chicago and the IHSA. In doing so, Resurrection College Prep High School does not promise or offer athletic scholarships of any kind. Violations of IHSA policies may result in loss of eligibility for the student, coach and/or school. In recognition of our shared ministry, Resurrection College Prep High School also does not promise, predict or otherwise allude to specific dollar amounts regarding tuition assistance or financial aid before a student takes the entrance exam. Resurrection College Prep High School promotes the best attributes of our own school while respecting the legacy and traditions of other Catholic high schools.

## **Handbook Amendments**

The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Resurrection College Prep to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of Resurrection College Prep, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes via email. The most current version of the Student/Parent Handbook is posted on our website.

Handbook material and images, as well as the name of the school, shall not be reproduced without approval by the Resurrection College Prep Administration.

## Attendance

Resurrection College Prep maintains academic rigor through the presence of students in the classroom. Instructional time is the foundation of the educational program. Failure to attend school means lost opportunities to learn. Therefore, Resurrection College Prep, in accordance with state law, expects students to be in attendance for all classes each school day. A cooperative effort by the student, parent/guardian and school personnel ensures that a student maintains regular attendance.

When an absence is necessary, only the parent/legal guardian may excuse a student from attendance by contacting the Attendance Office at 773-467-4618, to report their student's absence prior to 9:15 a.m. on the day of absence or a day in advance if a late arrival or early dismissal is required.

### **COVID-19 and Attendance**

Parents are to mandated to communicate to the Attendance Office if their daughter will be absent from school due to COVID-19 infection. This will be marked as a medically excused absence.

If a student is required to quarantine, verified by the Attendance Office, then she will be recorded as medically excused absence.

### **Calculating Days of Absence**

Resurrection College Prep considers a student excessively absent when students exceed six absences in a class per semester. An absence for a class is recorded when a student misses more than 15 minutes of a class.

*\*Please Note:* Parents and students are encouraged to make medical appointments during non-school hours. A student's repeated absences in a class for appointments impacts her academic progress. Absences due to medical appointments **will be included** in the six absences per semester count.

### **Excused/Unexcused Absences**

Absences are recorded as excused for the following reasons:

- Parent-reported absence;
- Hospitalization, documented through a physician's note on their office stationery which lists the specific dates necessary for absence;
- Court appearance, documented by a court summons;
- Attendance at funeral services as reported by a parent;
- Observance of a religious holiday;
- Participation in a Resurrection College Prep retreat, field trip, or athletic event.

*\*Please note:* The following circumstances for absence will be excluded from semester count per period for the following reasons, provided that parent/guardian notification is received as specified below.

1. Extended Absence Due to Illness: The parent/guardian need not call the attendance office each day of any absence that will last two or more days, provided that
  - the parent/guardian notifies the attendance office for the reason of absence and the expected duration of absence;
  - Contacts the counselor to arrange necessary academic support;
  - The student submits a physician's note to the attendance office. The note must list the dates of the extended absence that the student was medically required to be absent and that she is cleared to resume school attendance.
2. Planned Absences for College Visits: Seniors may request up to two days of absence for college visits. Second-semester juniors may request one day of absence from school for college visits. Verification from the college/university must be presented to the Attendance Office upon the student's return to be excluded from the six absences per semester count.
3. Participation in a Resurrection College Prep retreat, field trip or athletic event.

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

- Unreported or unexcused by the parent/guardian 24 hours after the first class missed;
- Student or another party misrepresents herself as her parent and calls herself in absent;
- Student leaves the school building or campus without checking out through the Main Office.
- Student chooses not to attend a class but remains in the school building.

### **Make-up Work for Absences**

- Excused absences entitle the student to make up all academic work for credit, according to the teacher's policy. It is a student's responsibility to communicate with her teachers about academic work assigned and collected on days of absence and to arrange for the completion of the work. If a student requires assistance with scheduling make-up work due to several days of absence, she can ask her school counselor to help her create a plan for completion of assignments. Parents are also able to contact the counselor and arrange for the pick up of assignments, books and materials when a student's absence exceeds several days and is not electronically available.
- If a student has an unexcused absence, she forfeits the opportunity to receive credit for class work, tests, quizzes and all other assessments from that day. The teacher will not extend help or deadlines.

### **Planned Extended Absences**

The school strongly disapproves of a student missing school because of a family trip or vacation. Extended absences may be granted exclusively by the Principal or designee (Assistant Principal for Curriculum and Instruction). A request form for an extended absence must be secured by the parent/student from the students' counselor and submitted to the Assistant Principal for approval no later than five (5) school days in advance of the student's first day of extended absence, unless there is a family emergency or unforeseen event. Request for absences should be requested only in situations

where it is absolutely necessary for a student to miss more than two days of school. It must be noted that taking extended time from school for vacations, college visits, club athletic events or other similar reasons is strongly discouraged and may seriously impact the academic achievement of a student.

Teachers will post assignments as usual through Schoology, but are not required to provide additional support before or after the student's departure. Students will coordinate their missed assignments and learning objectives upon return. Students may be placed on an attendance contract based on these family trips or vacations.

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

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

### **Multiple Absences**

- If a student accumulates more than 4 absences in a semester, the parent will be notified by letter from the Dean. If the student accumulates 7 absences in a semester, a mandatory parent conference will be held and the student will be placed on Attendance Probation. Probation will limit absences and/or tardiness, as warranted and consequences for continued absence jeopardize the student's ability to receive credit for courses in which absences occur and/or jeopardize enrollment at Resurrection College Prep. As part of the probation, medical documentation from a physician will be required for any absences occurring after the Attendance Probation conference. Any students with questionable absences or patterns of absences may also be placed on social suspension and prohibited from attending field trips.
- A pattern of missing multiple meetings of a single class may warrant an attendance contract in order to restore the student's attendance habit.

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

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

A student may not attend any after-school activities on a day that she is absent from more than 2 classes. After-school activities include dances, social events, performances, rehearsals, athletic practices or competitions, club or other school activities. In cases of extenuating circumstances, permission to attend after-school rehearsals or school events may be given by the Dean or permission to participate in athletic related activities may be given by the Athletic Director. To give consideration to the request, the parent must contact the Dean or Athletic Director prior to the event.

### **To Report an Absence**

The student's parent is required to call the Attendance Office before 9:15 a.m. on the day of the student's absence at 773-467-4618. A parent may leave a voice message to verify their daughter's absence during non-school hours. If a parent/guardian is unable to report the student's absence, the individuals authorized by the parent/guardian on the Emergency Form may verify the absence. Upon return to school a student with medical documentation should submit it to the Attendance Clerk in the Main Office.

### **Absence due to Tardiness**

A student's learning is negatively impacted by

tardiness. Additionally, arriving late to a class disrupts instruction and other students' learning. Excessive tardiness (more than 3 a semester) to a class will result in consequences, including, but not limited to detentions. Students arriving close to the end of a period may be asked to wait in the Main Office until the next period begins to minimize classroom disruption.

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

Parent verification is necessary for a student to arrive more than 15 minutes after the school day has begun or to leave before the end of the school day. Absences from class without parent notification will result in unexcused absences and the student's inability to receive credit on coursework submitted that day.

### **Early Dismissal Procedures**

- The student's parent/guardian calls the Attendance Office well in advance of the time the student needs to leave.
- Before leaving class, the student requests an E-hall pass to go to the Main Office.
- The student then checks out through the Main Office before leaving school.
- If the student returns to school on the same day, she reports to the Main Office to check in. If the reason for the early dismissal was for a doctor's appointment, doctor verification is submitted at that time.

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

- Before the day of late arrival, the student's parent/guardian calls the Attendance Office to request a late arrival.
- When the student arrives at school, she immediately reports to the Main Office and is then sent to class with an E-hall pass .

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

- Students must obtain an E-hall pass from their teacher or other school staff member to the Main Office where the attendance clerk will assist the student in contacting her parent/guardian to authorize dismissal.

**Recurring and Scheduled Early Dismissals:**

- Juniors and seniors who have a study for periods 4 or 7 and have submitted the Early Dismissal Form are dismissed after their previous class and are required to leave the building immediately.
- They are not required to report for their study and do not need to check out through the Main Office.
- If students with early dismissal choose to remain in school, they continue to be in uniform, remain in a supervised area and follow all school rules. On days when the school schedule changes, early dismissal times may be delayed until after the scheduled activity.
- Students and parents acknowledge that this privilege may be rescinded due to academic deficiencies as stated on the Early Dismissal Informational sheet and for all students on attendance, academic and behavioral contracts.

**General School Policies****American Disabilities Act**

Resurrection College Prep is committed to a diverse community, which includes qualified students with documented disabilities and other health limitations that may require reasonable accommodations to ensure access to education, extra-curricular activities and community events. Although the school cannot offer special education services for students with disabilities, the school is committed to providing reasonable accommodations to qualified students whenever possible. Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes a “qualified student with a disability” is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of the school’s education requirements, with or without reasonable modifications to the school’s policies or the provision of auxiliary aid or services. “Reasonable modifications” include modifications in policies, practices or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not

include modifications that would fundamentally alter the nature or purpose of the school’s education or programs, or that would otherwise create an undue burden for the school. The school offers individual meetings between our student support team and our administration in order to determine what reasonable accommodations are available based on the student’s individual disability or health limitations. If at any point a student thinks she needs additional support, she should contact her counselor.

**Closed Campus**

Resurrection College Prep is a closed campus.

- Once students arrive on campus, they are expected to remain in the school building until the end of their school day.
- All visitors, including parents or family members of a student, are required to check-in at the Main Office before continuing to another location.

**Dances**

- All students attending Resurrection College Prep dances must present a current photo ID in order to be admitted.
- Resurrection reserves the right to determine the schools from which dance guests may be invited.
- The number of dance tickets sold is limited by the administration or according to fire and security regulations of the facility. Guest attendance will be communicated by the administration and moderator for each dance.
- Additional dance rules, including dress codes, are communicated through the dance sponsors and Dean’s Office.

**Electronic Devices**

Resurrection College Prep’s goal is to provide students with the opportunity to be responsible and to make respectful decisions in the use of cell phones and other electronic devices. These devices can enhance the educational experience when used appropriately. We expect students to manage their devices so that learning and teaching is not interrupted for themselves and others and so that device use does not violate the privacy or values of

other community members.

Each teacher will establish appropriate cell phone/electronic device use in their classroom. Any space used for the delivery of instruction is considered a classroom such as the gym, library, athletic fields, weight room, computer labs.

- Students may not use their phones/electronic devices to take images/videos or audio files in the locker room or a washroom.
- Students may not share any inappropriate electronic files including images that are too revealing, referencing illegal substances, or in a disrespectful or harassing/intimidating nature.
- Students may not use their cell phones/electronic devices to take images/videos or audio of other students, teachers, or classrooms without the expressed permission of the person (s) being photographed/recorded. This is a violation of a person's privacy.

#### *Consequences for violation of Electronic Device Use*

First Referral: Verbal Warning

Second Referral: 45-minute detention served after school

Third Referral: Dean/Student/Parent conference including possible loss of privilege of their device.

Resurrection is not responsible for the loss or theft of personal electronic devices. Students and parents should not rely on immediate correspondence through personal devices. Students should inform school personnel of any concerns prior to contacting others. Parents should contact the office in case of an emergency, rather than immediately contacting their daughter or expecting an immediate response.

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

#### **Emergency Information Form**

Parents and guardians must provide information to assist the school in communicating with them or persons they designate in cases of emergency. Completion of the Emergency Information Form annually must be submitted to the Main Office prior to the first day of school. The Emergency Information Form supplies updated contact information of the parents or guardians and contact information of emergency contacts the parent authorizes the school to contact if the parent is unreachable. This form provides information to help school staff respond to needs the student may have during the school day.

#### **Emergency School Closing**

In cases of severe weather or other unforeseen circumstances, Resurrection College Prep will use School Messenger and school media to communicate school closing information. E-mails and phone blasts will provide information regarding closure and re-opening of school.

#### **Lockers and Searches**

Lockers are the property of Resurrection College Prep. A search of a student's locker and/or any other item in a student's possession may occur when school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others may be discovered.

To ensure compliance with its rules and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time.

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

- Locker problems are to be reported immediately to the Dean's Office.

- The only lock permitted on a locker is the installed combination lock.
- Students are responsible for the cleanliness and upkeep of their lockers. Decorations must be appropriate for the school setting.
- Duct tape and other adhesives cannot be used to post signs on lockers. Writing of any kind on the inside or outside the locker is not permitted.
- Students must remove all of their belongings from their lockers before leaving the building on the last day of exams at the end of the school year. Materials left in the lockers after the last day of exams will be discarded or donated.

### **Parking Lot**

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

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

Additional parking lot regulations:

- All cars parked in the school lot must have a current parking tag hanging from the rear view mirror with the number facing out.
- The speed limit on school property is 10 miles per hour.
- Students may park in the last two rows of the parking lot. Student parking spaces are unassigned.
- Students who have not purchased a parking permit and who choose to park in the lot will be referred to the Dean's Office. Students who repeatedly park in the lot without authorization will be given detentions.
- At the Dean's discretion, parking lot privileges may be revoked.
- Sitting in or loitering near parked cars in the school lot before, during, or after school is prohibited.
- Parking or standing cars in fire lanes is strictly

prohibited.

- All cars must be parked within marked parking spaces.
- Parents or others who pick up students in the parking lot must park in a designated parking space in order to keep fire lanes clear and for the safety of all students.
- Resurrection College Prep assumes no responsibility for cars parked on its property.
- Accidents in the parking lot are to be immediately reported to the Dean; however, drivers are responsible for reporting the accident to their insurance companies and/or police for resolution of any injuries or damages to their vehicles.

### **Sales and Fundraising**

Students may not sell tickets or solicit contributions in school for any external agency or charity without approval. Commercial products cannot be sold to students in school or on school grounds without the written approval of the Finance Office. This approval must be obtained before such a collection is initiated.

### **Theatre Etiquette**

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

- Eating, drinking and chewing gum are not allowed in the theatre.
- Talking during the performance is disrespectful of the performers and other members of the audience.
- Screaming, yelling, calling out names or whistling during the performance is unacceptable. (Applause is the proper manner by which performers are celebrated.)
- Electronic devices, including cell phones, need to be turned off so as not to disrupt the performance or interfere with wireless sound

equipment.

- For evacuation and safety reasons, standing at the back of the theatre is not allowed.
- For safety and copyright reasons, photography and video recording are not permitted.

### Uniforms and Dress Code

Resurrection's official uniform supplier is Dennis Uniform, [www.dennisuniform.com](http://www.dennisuniform.com); 7055 W. Higgins Ave., Chicago, 708-669-7944. Students wear their uniform throughout the school day, including study and lunch periods. Uniforms are to be clean, neat and in good repair. Uniform items that are too small or have rips or holes must be mended or replaced, as necessary. Skirts that cannot be altered to meet the length requirement must be replaced. Students may see the Dean before 8:10 a.m. to receive assistance with any uniform concerns.

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

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

- For the Class of 2022 the heather grey, gabardine box pleated skirt is required and long or short sleeve black, grey or red polo.
- For the Class of 2023, the McDonald Plaid-Center box pleat skirt is required and long or short sleeve black, grey or red polo.
- For the Class of 2024, the Ward Plaid pleated skirt is required and long or short sleeve black, grey or red polo.
- For the Class of 2025, the Chancellor Plaid skirt is required and long or short sleeve black, grey or red polo.

#### *The uniform skirt:*

- The uniform skirt length must extend from the waist to no less than two inches above the knee.
- Skirts must be zipped and worn at the waist.
- Pants or sweats cannot be worn under the

uniform skirt. Students who prefer, may wear the Dennis uniform slack instead of the skirt.

- Shorts worn under the skirt must not be visible. Instead of the skirt:
- Black flat-front stretch pants sold by Dennis Uniform may be worn.

#### *Other required wear:*

- Solid white, solid black, or solid grey socks/ leggings or tights.

#### *Optional Wear*

- Students may wear the uniform quarter zip black sweatshirt or the uniform black front zip microfleece.
- The Resurrection ID must be in the student's possession at all times. The student may choose to wear the ID on a lanyard around her neck.
- Long or short-sleeved T-shirts worn under the uniform shirt must be solid white, solid grey, solid black or solid red and are to be tucked in.

#### *Accessories:*

- Winter boots may be worn on approved dates based on weather.
- Students are discouraged from getting tattoos. Tattoos cannot be visible during the school day.
- Sunglasses cannot be worn.
- Hair must be one natural color. Unnatural color hair dyes, including but not limited to red/pink, blue, green, and/or extreme hair styles that include, but are not limited to, fad, shaved or engraved hairstyles are not permitted. Acceptable hair coloring/styles are determined at the Administration's discretion.
- Piercing of the ear is allowed.
- Stretching of the earlobe is not allowed.
- Facial piercings are not allowed.
- Flesh-colored spacers or keepers for nose piercings may be worn.
- Other jewelry deemed inappropriate for school by the Administration cannot be worn.

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

- Bandanas
- Slippers, flip-flops, sandals or any shoes without backs

- Clothing that is written upon
- Clothing with expressions/images that are in conflict with the school's mission
- Halter or tank tops
- Mini-skirts
- Outdoor apparel, including jackets, coats, vests, hats, scarves (with the exception of head coverings for religious reasons, such as a Hijab)
- Long-legged pants of any kind worn under the uniform skirt
- Ripped clothing or clothing with holes
- Shorts
- Tops with plunging necklines or that expose the midriff

### **Spirit Apparel Days**

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

Other requirements include

- RESwear top layer and visible
- Appropriate shoes and socks
- Any sweatpants or bottoms that have writing across the buttocks are inappropriate for school and cannot be worn.

### **Spirit Top Tuesdays**

Students may wear any RES top with their uniform skirt on Tuesdays.

### **Uniform/Dress Code Violations**

Students who violate the uniform/dress code will be addressed by faculty and staff and referred to the Dean's Office. After a warning, the student will serve a 45-minute detention. A third uniform violation will result in parent contact, in addition to a detention. Students are expected to serve the detention within one week of receiving the uniform violation. Detentions will be held from 3:10 to 3:55 p.m. on Tuesdays and Thursdays. A parent/student/dean conference will be held when a student receives a 5th uniform violation. Consequences for a refusal to cooperate with the dress code will be

discussed and include additional detentions or a behavioral contract.

### **Student Recognition Ceremonies**

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

- Dress or skirt length cannot be more than two inches above the knee.
- Dresses, skirts or pants cannot be tight or form-fitting.
- Spaghetti straps, strapless dresses/tops must be covered with a shawl or sweater. Halter tops, tank tops, or tops that expose the midriff or that have a plunging neckline are unacceptable.
- Flip-flops or slippers are not permitted.
- Students who choose to wear clothing that does not meet the above dress code will not be admitted to the event or allowed to participate.

### **IDs**

- IDs are issued through the Dean's office.
- Students are required to have their IDs in their possession at all times.

IDs are required to access some library services and may be used to purchase lunch in the cafeteria if a Quest account has been established. ID lanyards can be purchased in the Main Office at a cost of \$2.

## **Student Health**

Resurrection College Prep staff without the presence of a nurse supports students who have health concerns by contacting parents and first responders.

### **Medication Policy**

When a medication must be taken during the school day, the Parent and Physician Request for Self-Medication forms are to be submitted prior to the student taking the medication at school. Students may store medication that they self-administer during the school day in the Attendance/Main Office. All students who have asthma, diabetes or another chronic illness are to wear identification

that alerts staff and emergency responders to their medical condition.

### **Additional Student Health Information**

Students and their parents will meet with the student's school counselor to review medical forms that will outline health plans, as prescribed by the student's physician. The school counselor will coordinate the support Resurrection is able to provide. The parents and student are responsible for providing the medications, which are to be in the original prescription containers bearing the student's name, physician and dosage information. Students may supply and carry food/beverage items necessary to manage their medical needs.

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

Students with contagious eye infections or other contagious health concerns will be sent home from school. A doctor's note stating the student is under treatment and may return to school is required.

### **Concussion Policy:**

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

In compliance with the Illinois Youth Sports Concussion Safety Act, Resurrection College Prep

High School will follow Return-to-Learn and, for athletes, Return-to-Play protocols to ensure all students who experience a concussion receive necessary support.

### **Concussion Oversight Team**

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

### **Preventative Process:**

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

### **Concussion Policy:**

Students with a suspected concussion are required to seek an evaluation from a qualified physician familiar with concussion management. If a student is seeking a concussion evaluation from a physician,

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

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

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

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

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

### **Return-to-Learn Framework**

*Adopted from Ann & Robert H. Lurie Children's Hospital of Chicago- Institute for Sports Medicine*  
To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare

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

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

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

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

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

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

needed.

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

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

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

- As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic

requirements, as long as this does not worsen symptoms.

- Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity.
- Continue to prioritize in-class learning; minimize overall workload. Gradually increase amount of homework.
- Reported symptoms should be addressed by specific accommodations; accommodations can be reduced or eliminated as symptoms resolve.
- No physical activity unless specifically prescribed by the student's medical physician.
- No contact sports are allowed until the student is completely symptom free, completing full days at school and requires no academic modifications (determined by the Concussion Case Manager), and has received written clearance from a licensed health care professional.

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

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

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

If necessary, case manager will help construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress. Physical activities as specified by student's physician (same as phase 3).

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

**Involvement:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms. No accommodations are needed. Before returning to physical education and/or sports, the student should receive written

clearance and complete a return-to-play progression as indicated by the Resurrection Concussion Policy.

## **Student Behavior**

Proper conduct on the part of each Resurrection College Prep student is necessary to establish an environment that allows growth and learning for all students. At the heart of the Student Code of Conduct is the philosophy that a student's spiritual development gives her the foundation to make a difference in her school, family, and community. Resurrection students are taught to embody the school motto *Caritate et Veritate* (Charity and Truth).

Resurrection College Prep expects students to follow school regulations and be respectful to everyone. Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede student learning. Thus, behavior expectations include that each student

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

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

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

### **Level I Unacceptable Behaviors**

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

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

- Defacing school property (for example, writing on desks, bulletin boards)
- Eating or drinking outside of the cafeteria (water bottles are permissible)
- Leaving class before the bell rings
- Minor classroom disruption
- Minor cafeteria disruption
- Leaving class without an e-hall pass or misusing an e-hall pass
- Tardy to class
- Throwing food or objects
- Verbal aggression
- Violating the Appropriate Use Policy (AUP)
- Violation of the Electronic Device Policy

### **Level II Unacceptable Behaviors**

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

- Referral to Dean for continuing Level I behavior
- Disrespect toward Staff/Refusal to follow directions from a staff member

- Insubordination/refusal to cooperate with a staff member's directions
- Instigating behavior in others that would cause physical or emotional harm
- Forgery
- Giving a false name or using another student's ID
- Photographing or videotaping a member of the school community without her or his prior permission.
- Verbal aggression toward another student including, but not limited to bullying or hazing in person, or through written means including any type of social media and/or electronic delivery
- Unauthorized use of official Resurrection College Prep logo, the school name or likenesses of the Resurrection College Prep's social media or print publications
- Using profanity, obscenity, either oral or written, including through pictures/symbols or through social media (Facebook, texting, etc.) within the school building and on campus or through electronic/social media either on or off campus

### School Response for Level II Unacceptable Behavior

Consequences for Level II behaviors may include a mediation process to restore respectful behavior between parties involved. When warranted, detentions will be assigned by the Dean or another Administrator. Detentions will be held after-school on Wednesdays and Thursdays or as assigned by the Dean. Detentions will be held from 3:10 to 3:55 unless a different time is required by the Dean. Students who arrive after detention begins will be unable to serve the detention on that date.

#### *Loss of Privileges*

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

### Level III Unacceptable Behavior

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

- Criminal damage to property
- Physical aggression, including but not limited to fighting or hazing.
- Gang association and related illegal activities
- Repeated verbal aggression toward another student including, but not limited to bullying or hazing in person, or through written means including any type of electronic delivery
- Hazing activities that recklessly or intentionally endanger the physical or emotional health or safety of a student for the purpose of membership or initiation in a school-related activity.
- Repeatedly instigating behavior in others that would cause physical or emotional harm
- Repeatedly violating the Appropriate Use Policy (AUP)
- Violation of the Tobacco Policy

### Consequences for Level III Unacceptable Behavior

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

### Level IV Unacceptable Behaviors

- Threats to the school community (bomb threats, death threats, threats of violence)
- Verbal/physical abuse or threats against a staff member

- Violation of the Bullying Policy
- Violation of the Alcohol and Drug Policy
- Violation of the Violence and Weapon Policy

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

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

#### *Behavior Review Board*

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

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

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

#### **Behavior and Use of Social Media**

Social Media is defined as any electronic tool that allows for social, interactive, and connective

communication and learning, allowing for but not limited to: (a) video and photo sharing, (b) social networking, (c) blogging, (d) use of a wiki, (e) instant messaging or texting, and (f) web conferencing.

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

Students are accountable for their postings and other electronic communications through the school's code of conduct and consequences are associated with the level of behavior or policies involved.

#### **ALCOHOL AND DRUGS**

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

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

Students are expected to be completely drug and alcohol free while enrolled at Resurrection College Prep. Misuse of prescription or over-the-counter medication, household cleaners and aerosol

propellants is also prohibited. A student consuming, buying, selling, in possession of, or under the influence of such substances at Resurrection or at, or preceding, any Resurrection activity or event is subject to immediate disciplinary proceedings and possible prosecution by local authorities. Being in the presence of the use and or possession of alcohol or any illegal substance is also prohibited. Even drug and alcohol violations during non-school time and/or off school premises may have ramifications, including loss of privileges or other disciplinary action. Resurrection College Prep reserves the right to require drug and/or alcohol testing, substance abuse counseling, or other counseling or education for the student involved.

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

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

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

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

Students found in possession or control of any illegal substance or prescription medicine with the intent to sell or distribute will result in an out-of-school suspension pending Principal review of the incident. As required by the School Reporting of Drug Violations Act [105 ILCS 127], Resurrection College Prep will report instances of drug violations to local law enforcement officers.

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

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

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

### **BULLYING AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and the school's ability to educate. Resurrection College Prep is committed to fostering a learning environment in which all students feel respected and safe. Harassment or bullying based on actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, ancestry, age, and physical or mental disability is a violation of state and federal laws. Additionally, harassment or bullying of others based on their association with a person or group

with one or more of the aforementioned actual or perceived characteristics violates state and federal laws.

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

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

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

- While in school, on school property, on school buses, or at school-sponsored or school-sanctioned events or activities that are either on or off of the Resurrection College Prep campus;
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;

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

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

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

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

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

- filing an anonymous bullying/harassment report. Use the link on the school website.

- calling 773-467-4613 (calls are confidential)

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

### **VIOLENCE AND WEAPONS**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

Students are forbidden to possess, handle, transmit or use any instrument in the school, on school grounds, on school-provided transportation or at any school-related event off-campus, which is considered a weapon and/or incendiary or explosive device. Violation of this policy may result in suspension, police intervention, and possible expulsion. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and chemical sprays. Students will be in violation of this rule if they have these weapons or devices in their car parked on campus.

Violent language in the form of oral or verbal threats, either direct, indirect or implied or written or published on social media constitute a violation of the Resurrection Violence Policy. Students speaking or writing any material or images that are suggestive of violence against a Resurrection community member will be immediately addressed within the framework of the school's behavioral policies. Repeated behavior of this nature may result in suspension or expulsion.

### **OTHER BEHAVIORS**

#### **Off- campus behavior**

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

#### **Tobacco Use and Possession**

Federal Law and the City of Chicago ordinance prohibit possession and use of any tobacco and tobacco-related products at Resurrection College Prep. Tobacco product means any product in leaf, flake, plug, liquid, or any other form, containing nicotine derived from tobacco, which product is intended to enable human consumption of the tobacco or nicotine, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. The act of smoking is defined to include possessing lit smoking materials, holding cigarettes or cigars or preparing to smoke. Students may not be in possession of any tobacco product, e-cigarettes, vaping pens and related

paraphernalia, on school grounds or within 1 mile of school property. Electronic cigarette means any electronically actuated device which in operation causes the user to exhale any smoke, vapor, or other substance other than those produced by unenhanced human exhalation. "Electronic cigarette" includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or under any other product name or descriptor. Students violating this rule will have their tobacco product or paraphernalia confiscated. Consequences include parent notification and a possible one-day, in-school suspension.

## SECURITY AND SAFETY

### **Safe and Respectful Environment**

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

### **Building Security**

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

### **Building Access**

- The school building is open from 7:30 a.m. to 3:30 p.m.
- Students entering the building before school are to use door #1 by the Main Entrance.
- Students are to use only door #8 to exit the

building.

- Other doors are not to be used as exits. Exiting the building through the #5 and #6 doors will lead to an enclosed, locked area of the campus which offers no ability to leave that area. Therefore, doors #5 and #6 are to be used only in an emergency situation.
- Students remaining in school after the school day ends are to be under the direct supervision of a faculty or staff member.
- The academic area of the building closes at 3:30 p.m. This area will be locked. Therefore, students will not have access to their lockers after this time.

### **Deliveries to Students**

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

### **Emergency Drills**

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

### **School Closings/ Late Start**

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

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

**Visitors**

Resurrection College Prep and its grounds are considered private property. Access is granted to currently enrolled students, employees, and those with legitimate school business. All visitors to the building must enter through the main entrance and go directly to the Main Office. Those with legitimate business will receive visitor passes. Students from other high schools will not be allowed to visit during the school day.

**STUDENT INFORMATION****Lunch**

- All students are assigned a lunch period and seating will be arranged to provide 3 feet distance between students.
- Chairs and tables are not to be moved and students are to observe safe distancing requirements.
- When weather permits, students will be able to eat out doors and may bring towels or blankets to sit on.

**Library Services**

- The Library is open on Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 3:30 p.m. It is open on Wednesday from 7:30 a.m. to 2 p.m. unless otherwise noted.
- Check the Library Schoology page for updates on new books, library hours, as well as access to online resources and databases.
- Books and other materials can be checked out with a school ID. Most materials can be checked out for 2 weeks at a time. Late books will be charged at a rate of 10 cents per day.
- If a student forgets her Chromebook, she can check out a loaner in the library for the school day. The first time a student checks out a loaner she will not pay a fee, but she will be charged \$5 for subsequent loaner check outs. Students will pay a \$5 per day late fee if they do not return their Chromebook at the end of the school day.
- The library has books, DVDs, and games available to check out. In addition to books that are useful for school work, we have an extensive fiction and

graphic novel section.

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

**STUDENT ACTIVITIES****Athletics**

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

**Co-Curriculars**

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

- provide student leadership development;
- encourage participation in service opportunities;
- identify and foster students' God-given talents through each club's activities;
- allow students to meet peers who share similar interests, thereby promoting positive social interactions.

**Club offerings are determined by**

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

**Enrollment in Co-curriculars**

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

**Dues and Club Expenses**

Each club determines whether dues are necessary or charges members the cost of planned activities. Club moderators and the officers communicate the method used to collect funds.

**Proposing a new co-curricular activity**

Students or staff interested in beginning a new club propose the club to the Dean of Students. The club proposal describes the club's purpose which is consistent with the school mission and that there is sufficient student interest in forming the new club. Approval of the club is based on availability of a qualified moderator, location and meeting time.

**Termination of a co-curricular activity**

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

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

**Student Leadership**

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

**Election of Officers**

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

Students seeking any office or leadership position must have a cumulative GPA of 2.0 cumulative GPA from the semester immediately preceding the election. Some organizations may require higher grade and eligibility requirements which the student needs to know before running for an office.

**Leadership positions may include**

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

**Removal of an officer:**

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

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

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

## STUDENT SERVICES

Student Services consists of the School Counselors, the Dean's Office, the Attendance Office, the Rankin Program and the Practicum Program. These staff members provide assistance to students in regard to academic and personal needs.

**The Attendance Office, located in the Main Office**

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

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

Other reasons a student would go to the Attendance/Main Office include

- seeking assistance if she feels sick

- resolving attendance or tardy matters
- making a call to a parent
- checking for lost items

**The Dean's Office**

The Dean's Office assists students with

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

**School Counselors**

School Counselors are available from 7:45 a.m. to 3:00 p.m. each school day.

In conjunction with the overall philosophy of Resurrection College Prep, the School Counselor aids in the development of each student to her fullest potential. School Counselors promote the academic, social/personal, and college/career development of each student. Students generally are assigned the same school counselor for a four-year period.

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

## TECHNOLOGY AND ACCEPTABLE USE POLICY

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

registering.

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

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

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

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

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

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

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

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

- Using the Internet/network for non-school related work, including games and game sites.
- Using unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Students will check email

during study or lunch periods.

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

privileges are suspended or revoked.

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

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

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

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

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

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

### Schoology Code of Conduct

- Schoology is an educational application that provides students with an opportunity to communicate about resources or equipment of Resurrection College Prep High School.
- Accessing, storing or printing files that contain pornography, obscenity, racism or use of language that degrades self or others.

Using the Internet for commercial purposes or class activities and materials with other classmates and the teacher. All students at Resurrection must adhere to the following:

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

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