

PARENT/STUDENT HANDBOOK 2022 – 2023



Founded 2014

Main and Visitor Entrance: 3300 N. Campbell Ave.

Chicago, IL 60618

www.depaulprep.org

773-539-3600

REFERENCE GUIDE
SCHOOL INFORMATION

Visitor entrance: 3300 N. Campbell Ave, Chicago, IL 60618
Website: www.depaulprep.org
Phone Number: 773-539-3600

DEPARTMENTS	PHONE #
Admissions Office	773-423-5037
Advancement Office	773-423-5010
Assistant Principals	
Maria Hill	773-423-5113
Joseph Voss	773-423-5002
Athletics Office	773-423-5115
Attendance Line (<i>absence, early release, or tardy</i>)	773-423-5125
Business Office	773-423-5005
Dean's Office	
Maggie Pagan (<i>freshman & sophomore students</i>)	773-423-5072
Melisa Lord (<i>junior & senior students</i>)	773-423-5039
Diversity, Equity & Inclusion Office	773-423-5026
Finance Office	
Lisa Pilcher (<i>Director</i>)	773-423-5005
Anne Marie Piazza (<i>tuition & financial aid</i>)	773-423-5040
Counseling Office	773-423-5096
Main Office	773-539-3600
Mission & Ministry	773-423-5049
Nurse's Office	773-423-5041
President	773-539-3600
Mary A. Dempsey	
Principal	773-539-3600
Dr. Megan Stanton-Anderson	
Student Records (<i>transcripts or alumni records</i>)	773-423-5016
Technology Office	773-423-5036

OFFICE HOURS

Daily (*when school is in session*) **7:30 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



AGREEMENT

By enrolling your student at DePaul College Prep, you and your student agree to follow all policies and procedures set forth in this Parent/Student Handbook and in specific links included here.

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DePaul College Prep is a community of faith and learning guided by five core values and our Vincentian Catholic charism. Parents, guardians and students are expected to read, discuss and follow the School's policies, procedures and academic and behavior expectations as set forth in this Handbook, on the School's website and in other school publications and updates sent during the school year.

MISSION

DePaul College Prep, in partnership with DePaul University, is a Vincentian, Catholic community that provides a rigorous college prep education. Guided by our core values of Faith, Respect, Excellence, Service and Health, we educate young adults of Chicago to think independently, pursue intellectual excellence, practice compassion, and value all individuals as children of God.

VISION

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

CORE VALUES

Faith, Respect, Excellence, Service, Health

DEPAUL COLLEGE PREP

DePaul College Prep is a coeducational, Vincentian Catholic college preparatory high school sponsored by the Congregation of the Mission (the Vincentians). DePaul Prep operates in academic partnership with DePaul University and was founded in 2014 by a group of Trustees and administrators of the University. As an urban, Catholic and Vincentian high school, DePaul College Prep is a welcoming community of educators, students, families and alumni dedicated to academic excellence, spiritual growth, faith and service to those who live on the margins of our society.

A student's registration at DePaul College Prep is an explicit 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 and policies of the school set forth in this handbook and in the specific links to other school documents included here. Students, parents and guardians should be familiar with and must abide by these regulations and policies.

SCHOOL OVERVIEW

Hailing from over 66 zip codes in the city of Chicago, DePaul College Prep's student population is a diverse community of students. We are a community characterized by respect and support for the racial, cultural, religious, socio-economic, intellectual and other identifiers and differences among us. Our 17-acre campus is located near the banks of the Chicago River in the Roscoe Village neighborhood of Chicago. Our unique partnership with DePaul University enriches our academic program by sharing the University's educational expertise in the areas of curriculum, professional development, access to libraries, performance spaces, athletic facilities, college counseling and dual enrollment classes for rising juniors and seniors. Like DePaul University, DePaul College Prep is proudly urban, Catholic and Vincentian.

THE STORY OF ST. VINCENT DEPAUL

Our Patron Saint

Vincent de Paul was born in 1581 to a poor family in a remote village in France. The nation was torn apart by religious and civil strife, with many of its people living in poverty. Through intellectual ability and sacrifice he was ordained to the priesthood and earned a degree in theology at the unusually young age of twenty.

Throughout his life, Vincent pursued his vocation to alleviate the suffering of the poor. In order to achieve this, he saw that he needed the assistance of the rich and powerful. With their resources, he created institutions to serve the poor.

In 1626, Vincent gathered a number of priests who shared his commitment into a religious congregation, the Congregation of the Mission. In 1633, with the help of Louise de Marillac, he founded the Daughters of Charity, dedicated to work among the poor. The chapel on the campus of DePaul College Prep is named in honor of St. Louise de Marillac. Louise de Marillac died on March 15, 1660. Vincent died on September 27, 1660.

Throughout his priesthood, Vincent worked tirelessly to help those on the margins of society by responding to a question posed to him by his wealthy supporter, Madame de Gondi: *What Must Be Done?* Today at DePaul Prep, we work daily to respond to this central Vincentian question using our intellectual gifts and our commitment to service to help others.

ADMINISTRATION

Mary A. Dempsey, *President*
Dr. Megan Stanton-Anderson, *Principal*
Maria Hill, *Assistant Principal*
Joseph Voss, *Assistant Principal*
Maggie Pagan, *Dean of Students (freshmen & sophomores)*
Melisa Lord, *Dean of Students (juniors & seniors)*
Chris Petersen, *Dean of Student Activities & Student Life*
Tom Kleinschmidt, *Director of Admissions*
Amy Golden, *Director of Institutional Advancement*
Pat Mahoney, *Director of Athletics*
Kendall Mallette, *Director for Diversity, Equity and Inclusion*
Lisa Pilcher-Anglada, *Director of Finance and Operations*
Flo Merkl-Deutsch, *Director of Mission and Ministry*
Theresa Allen, *Director of Technology*
Marinda Kennedy, *Director of Counseling*

BOARD OF DIRECTORS

Peter Argianas
Erik Barefield
Brian Barkley
Jeff Bethke
Mary A. Dempsey
Tom Harte
Joe Haugh, *Board Chair*
Dr. Robert Karpinski, *Board Vice Chair*
Tammy McMiller
Colleen Mueller
Daniel Pape
Dr. Barbara Rieckhoff
Fr. Christopher Robinson, *CM*
Kelly T. Smith
Adam Stevenson
Brenda Swartz, *Board Secretary*

FINANCE AND OPERATIONS

TUITION

Tuition for the 2022-2023 school year is \$15,370 for the class of 2023 and \$16,430 for the classes of 2024, 2025 and 2026 and all transfer students (including students who transferred in the 2020-2021 and 2021-2022 and 2022-2023 school years). The cost of tuition does not include an annual Registration Fee of \$550. The Registration Fee is non-refundable and is billed in the spring of the preceding school year. A family will also incur additional costs for books, technology, iPads, uniforms, and meals.

Tuition does not cover all of the costs of educating each student, and parents/guardians are expected to contribute to the *Fund for Excellence* and at least one other special event annually to help support operating expenses. (See Section on **Advancement and Philanthropic Support** below)

As a condition of enrollment, parents, guardians, and students agree that they are subject to the rules, regulations, and disciplinary policies of DePaul College Prep. Also, each party consents 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 are made with the school. Failure to pay tuition, fees, or any other financial obligations owed to the school will result in the student not being allowed to continue attending DePaul College Prep.

GENERAL TUITION POLICIES

1. All families are required to create a FACTS account for both the payment of tuition and incidental expenses (For example, Kairos retreat, annual registration, graduation, AP exam, art, and other miscellaneous fees).
2. Tuition is payable in one installment in July, two payments (July & December), or ten equal payments from July to April. Ten-month payment plans are not available to families who register after July 15.
3. The Registration Fee is non-refundable.
4. A 2% discount is applied to tuition balances paid in full by July 15 of the preceding the school year.
5. For students to receive their academic schedules in August, all payments (including registration fees, past due amounts, and late fees) must be current, and an active FACTS tuition payment plan for the upcoming school year must be in place.
6. Participation in prom and graduation ceremonies is a privilege. All account balances must be current for students to participate in prom and graduation ceremonies.

TUITION PAYMENT IN DEFAULT

If payment is not made for any reason, and the family has not made acceptable arrangements with the school, the following process will apply:

1. Parents/guardians are notified by email or phone that a payment is past due. FACTS will automatically generate late fees and a late payment notice whenever a payment is missed or returned.
2. Parents/guardians have 30 calendar days to bring the account to current status or meet with school administration to approve an adjusted payment schedule (this is not a guarantee).
3. If the account is not brought to current status, and an adjusted payment schedule is not agreed upon with the school administration, the student's enrollment will cease after the 30th day.

WITHDRAWALS FROM DEPAUL COLLEGE PREP

Tuition payments support faculty salaries and operating expenses for the entire academic year. Tuition payments are collected from July through April. If a student withdraws or is dismissed for any reason during the period from July through May, monthly tuition payments which have already been made will not be refunded. If tuition payments are paid in full, paid semi-annually or paid quarterly, a prorated tuition payment may be refunded at the discretion of the school.

Parents or Guardians who wish to withdraw a student from DePaul College Prep must contact a school administrator (Principal, Assistant Principal, Dean, or a Counselor) and process the withdrawal via the school Registrar. A “**Transfer Out**” form provided by the school must be completed and signed by the parent or guardian to remove a student from student information and payment systems. Tuition obligations continue until the transfer out process is completed by the parent or guardian.

FINANCIAL ASSISTANCE

DePaul College Prep offers two kinds of financial assistance: need-based financial aid and academic scholarships.

FINANCIAL AID

Families who request financial aid must fill out an application in FACTS Grant & Aid during the financial aid application period, which is usually October 1 through December 31 for incoming 9th graders, and October 1 through mid-February for returning students. Please review our school website's tuition and financial aid page for up-to-date information and a link to the financial aid application. Financial aid is limited and is not guaranteed. DePaul College Prep reserves the right to remove financial assistance if an outside scholarship is awarded in an amount that creates a tuition credit balance.

Returning families who submit a completed application on time have the highest priority for consideration for financial aid. For incoming 9th graders, students who complete a financial aid application on time *and* take the admissions test at DePaul College Prep, are also given the highest priority for consideration. Financial aid

decisions will not be made on incomplete applications or on applications submitted after the deadline

To make an equitable financial aid decision, DePaul College Prep considers the assets and liabilities of all parties who are likely to contribute to the household and expenses for the student, notwithstanding any agreements between parties, or divorce decrees. Therefore, both parents must fill out a financial aid application. Two parents, including step-parents, who are married and who live in the same household are "co-applicants." Parents who are separated, divorced, or never married must also both fill out a financial aid application. These applications will be "linked," but parents will not be able to view the other's form. Spouses or partners (i.e. the step-parents) of both parents must also fill out an application as "co-applicants". Finally, if a third party contributes to the student's education expenses, that contribution must be noted in the financial aid application. DePaul College Prep reserves the right to revoke financial aid if the information reported in the application is false or misleading.

Families must re-apply for financial aid every school year. To be awarded financial aid, all student accounts must be current with no past due balances or related late fees. To retain financial aid, students must maintain a 2.0 GPA or higher and observe all school discipline policies and procedures.

ACADEMIC SCHOLARSHIPS

Incoming students who sit for the entrance exam at DePaul College Prep and who achieve a high score are eligible for an academic scholarship. Please refer to our website for the qualifying scores and the amounts awarded. Students who earn an academic scholarship are notified in their acceptance letter.

The annual renewal of academic scholarships requires the continued academic performance of a 3.0 GPA. Additionally, all student accounts must be current with no past due balances or related late fees. Students and parents/guardians who fail to comply with these requirements will not be eligible for scholarship renewal.

OTHER INFORMATION

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

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

ACADEMIC LIFE

BELL SCHEDULE

DePaul Prep uses a block schedule for its academic program. Block schedule periods are 80 minutes long and alternate on Red and Blue days throughout the school year. Students attend 4 periods per day, alternating periods 1 through 4 and 5 through 8.

BLUE/RED Day		
Announcements	7:45-7:50	5 min.
Period 1/5	7:50-9:10	80 min.
Passing Period	9:10-9:20	10 min.
Advisory/Clubs/Study Hall	9:20-10:00	40 min.
Passing Period	10:00 - 10:05	5 min.
Period 2/6	10:05 - 11:25	80 min.
Passing Period	11:25 - 11:35	10 min.
Period 3/7	11:35 - 1:35	80 min.
Lunch A	11:35 - 12:10	35 min.
Lunch B	12:10 - 12:40	30 min.
Lunch C	1:00 - 1:35	35 min.
Passing Period	1:35 - 1:45	10 min.
Period 4/8	1:45 - 3:05	80 min.

PERIOD 3/7	LUNCH A 11:35 - 12:10	CLASS 12:15-1:35	
Lunch/Classes	CLASS 11:35 - 12:05	LUNCH B 12:10-12:40	CLASS 12:45 - 1:35
5 Min. Passing Periods	CLASS 11:35 - 12:55		LUNCH C 1:00-1:35

RAM DAY		
Announcements	7:45-7:50	5 min.
Period 1/5	7:50-9:00	70 min.
Passing Period	9:00-9:05	5 min.
Advisory/Clubs/Study Hall	9:05 - 9:45	40 min.
Passing Period	9:45-9:50	5 min.
Period 2/6	9:50 - 11:00	70 min.
Passing Period	11:00-11:05	5 min.
Period 3/7	11:05-12:55	
Lunch A	11:05 - 11:40	35 min.
Lunch B	11:45 - 12:15	30 min.
Lunch C	12:20 - 12:55	35 min.
Passing Period	12:55 - 1:00	5 min.
Period 4/8	1:00 - 2:10	70 min.
Assembly Period	2:15 - 3:15	60 min.

PERIOD 3/7	LUNCH A 11:05 - 11:40	CLASS 11:45 - 12:55	
Lunch/Classes	CLASS 11:05 - 11:40	LUNCH B 11:45 - 12:15	CLASS 12:20 - 12:55
5 Min. Passing Period	CLASS 11:05 - 12:15		LUNCH C 12:20-12:55

ADVISORY/CLUBS/STUDY HALL Rotation					
WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
Advisory 20-10:00 9:	N/A	9th Grade Advisory	Vincentine Day	12th Grade Advisory	N/A
All Other Grades 20-10:00 9:	Study Hall/Clubs	Study Hall	NO Advisory or Clubs	Study Halls	Study Hall/Clubs
WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
Advisory 20-10:00 9:	N/A	10th Grade Advisory	RAM DAY	11th Grade Advisory	N/A
All Other Grades 9:20-10:00	Study Hall/Clubs	Study Hall	Study Hall/Clubs	Study Hall	Study Hall/Clubs

DEPAUL COLLEGE PREP CULTURE OF ACHIEVEMENT, SUPPORT & ACCOUNTABILITY

At DePaul Prep, we believe that all students are capable of high level learning and rigorous, college preparatory coursework. The Culture of Academic Achievement, Support and Accountability (linked above) clearly lays out expectations for the academic behaviors necessary for achieving successful academic outcomes. We commit to supporting students while they develop the core behavior and skills necessary. However, students must demonstrate effort and growth over time in order to remain in good standing. Support for students is more intensive in the underclassmen years and should taper off by the conclusion of the sophomore year, allowing students time to fully develop the skills required for internal and intrinsic motivation to complete all school work without the support of an adult. This preparation for college life is a necessary component of adolescent development in high school.

GRADUATION REQUIREMENTS AND GRADUATION POLICY

Students must earn a minimum of 25 credits in the areas set forth below 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


Credits	Academic Department
4	ENGLISH
4	THEOLOGY
3	SCIENCE
4	MATHEMATICS
3	HISTORY
2	WORLD LANGUAGE
2	PHYSICAL EDUCATION & HEALTH
3	ELECTIVES (Fine Arts/STEAM)
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: International Baccalaureate, Advanced Placement, Honors, and College Prep. Counselors use a student's past achievement, standardized test scores, and faculty recommendations to place him/her in appropriate courses.

- 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.
- In addition to the study of traditional academic courses, the International Baccalaureate Diploma Programme and the IB Individual Course Candidate Programme are 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 IB Diploma Programme provides an internationally accepted qualification for entry into higher education and is recognized by many universities worldwide.

GRADE DEFINITIONS

A	100%-93%	4.00		C-	72%-70%	1.67
A-	92%-90%	3.67		D+	69%-67%	1.33
B+	89%-87%	3.33		D	66%-63%	1.00
B	86%-83%	3.00		D-	62%-60%	0.67
B-	82%-80%	2.67		F	59%-0%	0.00
C+	79%-77%	2.33		I	Incomplete - indicates incomplete work. This grade is only used in medical emergencies or non-payment of tuition.	
C	76%-73%	2.00		WF	Withdraw Failing. Students who drop or are removed from a class after five class days are assigned this grade.	

GRADE POINTS (GP)

- An "A" - "B" - "C" - "D" - "F" is figured into the Grade Point Average. An "I" and any non-academic courses such as P.E. are not included in the Grade Point Average (GPA).
- An "F" received in any subject for a semester's work requires one of the following: that the student takes the course over again and the grade received will be added into the GPA, or the student successfully completes a credit recovery course and the "F" be changed to a passing grade.
- Grade Points on report cards and transcripts will not be rounded "up" or "down" at any time. Grade Point totals are calculated from the points earned for grade definitions.
- Grade percentages are calculated by total points earned in any given class. It is up to the discretion of the teacher to determine whether or not a grade percentage can be rounded "up" or "down" at the end of a semester.
- Honor Roll designation for outstanding academic performance will be listed according to the following parameters:
 - 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, Advanced Placement (AP), and International Baccalaureate (IB) courses receive additional academic weighting in the computation of the GPA. Honors classes are weighted by adding 0.5 point; AP and IB marks are weighted by adding 1.0 point. 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.

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 5-15% 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 "0" for the exam.

If a student is late on exam day/s, the student will be sent to the Academic Center or 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 qualified exempted 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 the 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 whether to give an exemption for second semester examinations.
- Any senior student who meets the above requirements and is exempted by the teacher will not need to sit for exams (i.e. be present for the period the exam is given). The teacher must inform the Attendance Clerk of the senior student’s exemption from the exam and mark the student absent. The absence will not be counted against the student.

SENIOR FAILURE MAKE-UP AND REMEDIATION

Any senior who fails a required course will be denied participation in the graduation ceremony and will not receive a diploma until the credit(s) is made up. This policy also pertains to dropped courses as indicated by the grade of “WF” (Withdraw-Failure).

9th/10th/11th GRADE MAKE-UP AND REMEDIATION

A freshman/sophomore/junior who fails a required course must make up the credit for the course before they are readmitted to school for the following school year. Students who fail a subject in summer school or are expelled from a summer course for disciplinary reasons, will not be readmitted in the fall.

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 Valedictorian has the highest cumulative weighted GPA in the graduating class. The Salutatorian is determined to have the second highest cumulative weighted GPA in the graduating class. The cumulative weighted GPA will be pulled at the conclusion of senior year, first semester, to determine Valedictorian and Salutatorian. If a tie exists, the cumulative unweighted GPA is used to determine which student is the Valedictorian and Salutatorian for that year.

DUAL ENROLLMENT AT DEPAUL UNIVERSITY

DePaul Prep students have the opportunity to engage in dual enrollment at DePaul University, taking college level classes at the University for credit in a number of disciplines. Students are eligible to take dual enrollment courses as a rising junior or rising Senior. Please see DePaul Prep’s website under the Academics tab for the most up to date information about classes, tuition and fees. Students may apply to the program each school year during April/May on the DePaul University portal.

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.

ACADEMIC ADVISING

A student's counselor monitors their academic progress throughout the year. Students may be referred to our Academic Support Team for support 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 social and emotional well-being. Counselors also work with students, both individually and in small groups, to develop self-advocacy and resiliency through healthy coping skills and healthy relationship building.

SUBSTANCE USE COUNSELING

The Student Services Department acts as a resource for students, parents/guardians, and faculty when questions of substance use arise. The Counseling Department adheres to the DePaul Prep [Substance Use Policy](#).

COURSE CHANGE REQUEST PROCESS/PARAMETERS FOR SCHEDULE CHANGES

All schedule change requests should be initiated by the student by submitting a course change request form and alerting their counselor via email. Counselors will review the request and follow up to discuss the move and ensure the student is making an informed decision. Course change requests must be submitted prior to the first day of school. Course change requests made after the first day of school must be approved by the administration.

- Reasons for a schedule change include:
 - Student is missing a graduation requirement.
 - Students were placed in the wrong course level.
 - Students do not have enough credits or have 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.

COLLEGE ADMISSION AND COLLEGE PLANNING

COLLEGE ADMISSION REQUIREMENTS (IBHE)

The Illinois Board of Higher Education (IBHE) sets 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 course requirements. Handbooks and individual college catalogs are available in the College Counseling Department. Please discuss these requirements with your child. All students should consult with their counselor about scheduling appropriate classes.

CAREER AND COLLEGE INFORMATION

The Counseling Department and the College Counselors, continually revise and update the extensive college and career resources that are available to students. The College Counselors work with junior and senior students, both individually and in groups, to explore post-secondary options, post-secondary planning, applying to college, and navigating the transition from high school to college.

STUDENT RECORDS

All contact information and medical forms must be kept up-to-date. The school expects the family to update contact and medical information in PowerSchool and in Magnus so that the school can respond swiftly to address a student emergency or maintain contact with the appropriate family member.

CONTACT INFORMATION

On an annual basis or more frequently as needed, families are asked to review and update their contact information in [PowerSchool](#).

- **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.
- **Custody:** In cases where the parents are divorced or separated, the school presumes that both parents have access to the student. If a parent has been denied this privilege, it is the custodial parent's obligation to make this known in writing to the school. Communications and student information are directed to

the custodial parent(s). If DePaul College Prep is not notified of a change in custodial rights, responsibility cannot be assumed by the school. Communications may be sent to the non-custodial parent with a written request from the custodial parent.

HEALTH AND MEDICAL RECORDS

- **Medical Records:** DePaul Prep stores all student medical information on the Magnus system. On an annual basis, parents/guardians are asked to review and update the information contained in their student's Magnus account. DePaul Prep requires all students to be fully vaccinated for childhood diseases in compliance with the health examination and immunization requirement in 27-8.1 of the School Code unless there is a documented medical or religious exemption file with the school. Medical records information must be completed and/or updated annually by the deadline imposed by ISBE, usually October 16, as is more fully explained on the [Magnus system](#). Students who do not have a completed medical record on file by the deadline date will not be admitted to school until the completed information is submitted through the Magnus system. This includes meeting all requirements for childhood vaccinations as described [here](#) by the Illinois State Board of Education.
- **Health Conditions or Chronic Illness:** If a student has a serious or chronic health condition that requires medical monitoring, the School Nurse must receive written notification of the condition and treatment from the student's physician. The information will remain on file with the nurse@depaulprep.org.
- **Student Accident Insurance Claim:** Students who are injured during school hours or at school activities, should obtain an insurance claim form from the athletic trainer within five days of the incident. Parents/guardians are to complete the top section of the form and sign the Authorization section in the middle of the claim form. Do not complete the School/Administrator Section at the bottom of the form. The form should be returned to the Human Resource office. The school accident insurance is a secondary policy. And all accidents and injuries are filed in the Incident Reporting system in PowerSchool.

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. The Nurse will assess the situation and determine whether a phone call to the parent/guardian is warranted. If the Nurse determines that the student is ill, the parent/guardian will be notified to pick up the student. The student will remain in the Nurse's office until the parent/guardian arrives. If the Nurse determines that the student is not ill, the student will be returned to class. The student should not call a parent/guardian to be picked up until he or she has been assessed by the Nurse.

A Student 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 ceased for a period of at least 24 hours.

Students with a chronic or serious condition which requires self medication during the day must have Medical Authorization Forms on file in the Nurse's Office.

INFECTIOUS DISEASES

Parents/guardians 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 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 to maintain the health and safety of students, faculty and staff.

COVID PROTOCOLS

Please refer to this [document](#) for our covid protocols.

MEDICAL EXEMPTION FROM P.E. CLASSES

To be exempt from P.E. classes, a 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 seeks permission to 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 may be made on an individual basis. These assignments must be satisfactorily completed in order for the student to earn credit.

ACADEMIC

TRANSCRIPTS

Official transcripts of grades 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. If tuition is not paid, transcripts will be held until the tuition account is current or paid in full.

FAITH AND SERVICE

DEPAUL COLLEGE PREP IN THE COMMUNITY

Rooted in the transformative social service legacies of Saint Vincent de Paul and Saint Louise de Marillac, religious formation, 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. Religious formation desires to cultivate mature faith and a well-formed conscience in emerging adults. We are cognizant of the role of Catholic education in this place and time, and seek to engage our student body wherever they are on the spectrum of belief and practice.

FULFILLING YOUR SERVICE COMMITMENT

The service hour requirement is in effect for the 2022-2023 school year. Freshmen are *required* to complete 10 hours of community service. Sophomores, Juniors, and Seniors are encouraged to participate in group service projects with their athletic teams, clubs, and other student organizations. Seniors are eligible for honors cords and awards upon graduation. Please see [this document](#) for a complete outline of students' community service commitment.

LITURGICAL SERVICES

Prayer and liturgical celebrations are an integral part of spiritual formation. Active engagement is expected of all students while consistently respecting religious differences.

RETREATS

Freshmen and Sophomores are required to attend their grade level's annual retreat. Retreat days are considered regular school days. The school policy on attendance also applies to retreats. Juniors and Seniors are strongly encouraged to attend a three-day Kairos Retreat. Additional optional retreat opportunities will be offered during the school year.

PASTORAL CARE FOR FAMILIES IN NEED

If a student's household experiences a grave illness or death of a family member, the student's counselor will inform the family of pastoral care provided by our Mission & Ministry team, such as a hospital visit or attendance at a funeral. Clergy are available upon request.

STUDENT ACTIVITIES & STUDENT LIFE

CO-CURRICULAR ACTIVITIES

Student co-curricular activities are an essential part of the DePaul Prep mission to cultivate a well-rounded student experience. 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 co-curriculars and the Dean of Student Activities.

CURRENT CO-CURRICULAR OFFERINGS: CLUBS, ACADEMIC TEAMS, AND HONOR SOCIETIES

Visit <https://www.depaulprep.org/student-life/connect> for the list of 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 for the upcoming school year and summer break.

SUBSTANCE USE POLICY

Student Life and Activities supports and enforces the substance use policy. The policy is spelled out in the student conduct section below and is linked here: [Substance Use Policy](#)

ATTENDANCE GUIDELINES

Students involved in 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

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
- National Art Honor Society

Nomination and election into a DePaul College Prep society is both an honor and privilege, as well as a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character while holding membership within the honor society.

Membership in DePaul College Prep honor societies is open to juniors and seniors. Students and families will be notified via Schoology and email once the application window is open for all Honor Society applications. Members of an honor society are elected after reviewing a student's application and determining if the student has met the requirements for membership in the honor society. A student's application does not guarantee election to the chapter. Students accepted into the Honor Society will be inducted during the spring ceremony. For more information on DePaul Prep Honor Societies, please contact the Dean of Student Activities.

SCHOOL DANCES

The purpose for a DePaul College Prep school dance is to provide a safe social 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. *Expectations for dances will be communicated in the My SchoolDance permission form prior to each dance.*

DANCE CONDUCT & EXPECTATIONS

DePaul College Prep is a Catholic institution with strong core values. Any student or guest who is dressed inappropriately, chooses to dance inappropriately, or causes a disturbance will be removed from the dance without a refund.

Students are expected to dance appropriately throughout the duration of the dance. Mosh pits, slam dancing, or any dancing that is deemed inappropriate and unsafe are unacceptable. Students found engaging in this dance behavior will be dismissed from the dance and have their parents/guardians called for pick up. All other dance rules and regulations will be sent home prior to each dance in a Student and Parent/Guardian Agreement form that require signatures from all parties and returned to the Dean of Student Activities. The Deans of Students reserve the right to refuse entrance to any DePaul Prep students and their guests at the Deans' discretion. *Expectations for dances will be communicated in the My SchoolDance permission form prior to each dance.*

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/guardian 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/guardians 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. *Expectations for dances will be communicated in the My SchoolDance permission form prior to each dance.*

GUESTS

COVID restrictions will dictate the guest policy for 2022-2023. *Expectations for dances will be communicated in the My SchoolDance permission form prior to each dance.*

DANCE ATTIRE

Expectations for appropriate dance attire will be communicated in the My SchoolDance permission form 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, time management, interpersonal skills, health and wellness.

Participation in DePaul Prep Athletics is a privilege and not a right. 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, Service and Health. Student athletes who do not meet these expectations may lose their privileges to participate as a DePaul Prep student athlete.

DePaul College Prep fields the following teams for competitive play:

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

ATHLETICS’ WEBSITE

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

SUBSTANCE USE POLICY

The athletic department supports and helps enforce the substance use policy. The policy is spelled out in the student conduct section below and is linked here: [Substance Use Policy](#)

INTERSCHOLASTIC AFFILIATIONS

DePaul Prep is a member of the Chicago Catholic League, the Girls' Catholic Athletic Conference, and the Illinois High School Association (www.ihsa.org).

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 - exceptions may be made for family emergencies, funerals, doctors appointments, and the like. 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.

STUDENT MANAGERS

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

ACADEMIC ELIGIBILITY POLICY

DePaul College Prep expects all students to reach their fullest potential in the classroom and in their co-curriculars. DePaul College Prep expects all student athletes and club participants to be examples of Faith, Respect, Excellence, Service and Health. Academic achievement is a determinant of a student's eligibility to participate in athletics and other co-curriculars.

Grades are checked on a weekly basis. Grades will be reviewed on Wednesdays for the purposes of determining academic eligibility. Students who are failing two or more courses on the day grades are checked are ineligible to participate in formal athletic competition or to participate in co-curriculars the following 7-day week (Monday through and including Sunday). Academically ineligible students will be required to attend Academic Support daily for one school week. A report of students who are ineligible to participate in sports and extra-curricular activities will be provided to all staff members for enforcement. For more information, consult the [DePaul Prep Culture of Achievement, Support and Accountability](#).

OFFICE OF THE DEANS

BEHAVIOR EXPECTATIONS

DePaul Prep expects all students to live our core values of Faith, Respect, Excellence, Service and Health at all times and in all situations whether on campus, off campus, or online. Your acceptance of DePaul College Prep's invitation to join our community of faith and learning is also your commitment to employ a FRESH attitude and approach everyday.

A DePaul College Prep student:

Faith -Finds inspiration in spirituality; possesses *faith* to uphold high moral standards both in person and online--refraining from libelous, slanderous remarks, hateful, discriminatory, derogatory and obscenities in verbal and/or written communications.

Respect -Learns, adheres to and *respects* the rules, regulations, and authority established by school administration, faculty and staff; raises awareness of intolerant, harassing, or bullying behaviors and assists fellow Rams by reporting such behaviors.

Excellence -Strives for *excellence* by initiating and staying involved with a task until completion; engages in responsible decision-making around learning and social interaction; takes responsibility for their own actions and accepts consequences of their actions; promotes teamwork and collaboration.

Service -Inspires peers and adults in *service* to others; embraces an attitude of love and empathy for others; adheres to the highest level of respect and dignity

reflecting positively on oneself and DePaul College Prep, on or off-campus and online; challenges situations of injustice.

Health -Seeks balance and self-improvement for the benefit of their *health* and well-being; develops self-management, self-advocacy, and social skills necessary to achieve academic success in high school and higher education; commits to regular and frequent communication regarding progress and needs.

DePaul Prep students are expected to represent the core values of the school at all times. Behaviors that are inconsistent with our core values or damage the reputation of DePaul College Prep, its students and faculty are not acceptable and are subject to discipline.

CODE OF CONDUCT

DePaul College Prep monitors student behavior on campus and off campus. Verifiable violations of the Code of Conduct and Behavior Expectations whether on campus or off campus are subject to discipline. The Deans will assess the appropriate discipline and in serious cases make a recommendation to the Principal for probation, suspension or expulsion. After reviewing the evidence and facts, the Principal has the discretion to accept the recommendation of the Deans, to impose a more lenient penalty or to impose a more severe penalty including expulsion. Serious infractions which require intervention of the police will be reported to the appropriate law enforcement authorities.

All DePaul College Prep sponsored events including, but not limited to athletic events or social events require student behavior 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.

Specific details of the Code of Conduct and Behavior Policies are set forth in this Handbook and in specific links embedded in the Handbook or on our website. All students and parents are expected to read and follow these policies.

SUBSTANCE USE POLICY

Please read the policy attached in this [link](#) carefully. Discuss with your student to ensure that they and you understand the ramifications of violations of the Substance Use Policy.

HARASSMENT AND BULLYING - OVERVIEW

Harassment and Bullying are not acceptable at DePaul College Prep and will be dealt with by the Office of the Deans. Students who believe they are victims of Harassment or Bullying should notify the Deans or their Counselors so that the School can investigate and take appropriate action if warranted. If the Deans or Counselors are not notified, the School cannot be presumed to be aware that such behavior is taking place.

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 repeated, unwanted, aggressive behavior by an individual or group that involves a real or perceived power imbalance. Students who bully others place the victim in reasonable fear of harm to their person or property; cause a substantially detrimental effect on the victim's physical or mental health; substantially interfere with the victim's academic performance; or substantially interfere with the victim's ability to participate in or benefit from the academic program or privileges offered by DePaul College Prep.

- **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 is 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.
- **Emotional** which includes, but is 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 is 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 is 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 is 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, 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 is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Cyberbullying is Prohibited

- During any DePaul Prep sponsored education program or activity, while on and off campus, 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, counselor, teacher, staff person, or principal. The complainant may also report the incident online [Harassment/Bullying/Safety Reporting-ONLINE](#), call the hotline (773) 423-5185, 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 will 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 will 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**

Maggie Pagan, Dean of Students (*Freshmen & Sophomores*) 773-423-5072
Melisa Lord, Dean of Students (*Juniors & Seniors*) 773-423-5039

Report Safety/Harassment/Bullying Online:

[Safety Reporting Form](#)

Anonymous Hotline: 773-423-5185

RESPONSE AND CONSEQUENCES TO HARASSMENT/BULLYING

INTERVENTION

The inappropriate/unacceptable conduct should be stopped immediately by the perpetrator.

INVESTIGATION

- The complaint will be investigated promptly. 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/guardians, 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.

- Any DePaul Prep Dean of Students who receives a report of alleged, unresolved, severe, or persistent harassment, intimidation, or bullying will 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 will be notified of the threats immediately. Parents/Guardians are 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 including but not limited to, a Behavior Modification Contract, suspension, involvement with the Chicago Police Department, or expulsion.

COMMUNITY COMMUNICATION GUIDELINES

[Click here to read the DePaul Prep Community Communicaton Guidelines.](#)

ACADEMIC INTEGRITY POLICY

All DePaul Prep students are required to submit work that is entirely a result of their own effort and to pursue academic achievement with integrity. Violations of the Academic Integrity Policy directly contradict our core values and are not tolerated at DePaul College Prep. Examples of these violations include cheating, plagiarism, and obtaining and providing an unfair advantage. All instances of academic integrity at DePaul College Prep are tracked by teachers and will be reported to the Dean's Office for assessment and consequences. Depending on the severity of the offenses, consequences may include expulsion.

VIOLATIONS

Cheating: Examples of cheating during a quiz, test, or other assessment include, but are not limited to:

1. Giving the appearance of cheating which means having a cell phone or notebook visible during a digital or non-digital assessment.

2. Using notes, answers, calculators, electronic messages/images, online language translators, or other aids such as *cheat sheets* or *crib sheets* without the teacher's explicit permission.
3. Copying from someone else's work; students are responsible for keeping their eyes on their own papers or screens only.
4. Communication of any type (verbal, electronic or otherwise) between students during a quiz, test or other assessment is strictly prohibited.
5. During a digital assessment any action that results in an unfair advantage or that could lead to the sharing of test materials. Examples include but are not limited to:
 - a. Split Screen or swiping up
 - b. Taking a screenshot
 - c. Pressing the home button
 - d. Attempting to access the test or quiz when not in the classroom or accessing it without the teacher's permission

Note: If the student performs any of the above actions during an assessment, the assessment will be terminated and the teacher will have the right to confiscate the assessment.

Other examples of cheating include but are not limited to:

1. Copying or allowing another student to copy from homework or other assignments such as a take-home exam or quiz, project, report, presentation, etc.
2. Dual submission of a paper or assignment to two or more different teachers without their prior expressed knowledge and consent.
3. Changing answers on a test, assessment, project, etc. after grading.
4. Forging a parent/guardian's signature on an assessment.
5. Stealing copies of tests or answer keys.
6. Changing grades in a grade book or altering a computer grading program.

Plagiarism: Examples include but are not limited to:

1. Submitting a paper or presentation obtained from a research service or term paper mill.
2. Turning in parts of or a whole paper or presentation written or produced by another person with or without that person's knowledge.
3. Intentionally or unintentionally failing to cite the source of text, audio, visual, or digital materials copied or paraphrased in the paper or presentation.
4. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source.
5. Submitting one's identical or substantially similar work for credit more than once, without prior explicit consent from the receiving instructor.
6. Unauthorized copying and pasting or duplicating the whole or parts of copy-righted works (such as books, articles, websites, art, music, photos, digital images, videos, etc.). Cite the source.

Note: Guidelines on conducting research and avoiding plagiarism are provided in the course syllabus. It is the responsibility of the student to know and follow each department's rules for citation as instructed by the faculty member or the school librarian.

Obtaining or Providing an Unfair Advantage: Examples include but are not limited to:

1. Working with others on assignments when the teacher has prohibited collaboration.
2. Verbally or digitally providing other students with information regarding a test, quiz, or other assessment.
3. Accepting information about a test, quiz, or other assessment. Note: Giving or copying answers during an examination are examples of cheating; see above.

To ensure academic integrity, all major written assignments must be submitted through **turnitin.com**.

VIOLATION OF ACADEMIC INTEGRITY POLICY

1. **First Offense:** The teacher speaks to the student and parent/guardian directly and informs the student's dean, counselor, and the assistant principal of the offense.
 - a. The student will not receive credit for the assignment.
 - b. The student will receive 1-2 detentions.
2. **Second Offense:** The teacher speaks to the student and parent/guardian directly, and schedules a meeting between the student, parent/guardian, teacher, student's dean, student's counselor, and the assistant principal.
 - a. The student will not receive credit for the assignment.
 - b. The teacher will lead this meeting, and others will have the opportunity to talk and ask questions.
 - c. The student will receive a 1-2 day In-School Suspension. The student's Dean will determine the length of suspension.
 - d. The student will be placed on academic probation for the remainder of the year.
 - e. The counselor provides support to the student to change this behavior.
3. **Third Offense:** The teacher and Dean of Students speak to the student and parent/guardian directly, and inform the student's dean, counselor, and the assistant principal of the third academic integrity violation.
 - a. A meeting will take place between the student, parent/guardian, teacher, student's dean, student's counselor, and the assistant principal
 - b. The student will be dismissed from DePaul College Prep.

OTHER PROHIBITED BEHAVIORS

EXCESSIVE SHOW OF AFFECTION

Public displays of affection of a romantic nature during school hours are not permitted.

FIGHTING/INTIMIDATION

Fighting in the school building, on school grounds, or in the neighborhood off campus will result in disciplinary action.

FOOD AND DRINKS

Food and beverages may only be consumed in a dining hall. No food or beverages are allowed in the halls or classrooms.

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 will result in immediate disciplinary action.

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, bathroom stalls, lockers, agendas, or on clothing will result in immediate disciplinary action.

HATE SPEECH

Using language that attacks or demeans others on the basis of race, ethnicity, religion, gender, sexuality, socio-economic status, or (dis)ability is unacceptable. Examples of such language include but are not limited to the “n-word”, f-slur or r-slur, even when quoting or in “friendly or joking” contexts. Such language has no place at DePaul Prep and will result in disciplinary consequences that may include suspension or expulsion.

SOCIAL MEDIA/WEBSITES/HOME INTERNET USE

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, TikTok, 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 Deans of Students’ attention can result in discipline that may include suspension or expulsion.

DePaul College Prep reserves the right to enforce 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 reputation or threatens the safety or security of DePaul College Prep, its faculty or students. Serious misuse of social media may lead to suspension or expulsion.

The safety and well-being of all students are priorities for everyone at DePaul College Prep. Parents/guardians are encouraged to communicate with their children about the potential dangers and consequences of using the internet inappropriately.

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, including expulsion. This includes using another student's I.D. to purchase food/beverages without the student's permission. 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 or 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 of the perpetrator.

WEAPONS

The possession of weapons, look-alike weapons, or anything considered dangerous on school property, at school-sponsored events, or on social media is strictly prohibited. Such actions will result in a disciplinary action which may include suspension or expulsion and police involvement.

TYPES OF DISCIPLINARY ACTION

DETENTIONS

Detentions are consequences to violations of our Parent/Student Handbook.

- If a student receives a detention at any time he/she will be required to serve a 45 minute detention that afternoon at 3:15 p.m. or the next school morning at 6:55 a.m. **Note: There will be NO detentions held on Vincentian Days.**
- If a student fails to report to detention he/she may be given another regular detention or face suspension or expulsion depending on the seriousness of the circumstances.
- 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.

- If a student receives **10** detentions in one semester he/she will automatically be put on a Behavior Contract and probation.
- Receiving **20** detentions in one school year is grounds for expulsion from DePaul College Prep.

SERVING DETENTIONS

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

- **Monday thru Friday (Except Vincentian Days) 3:15-4:00 p.m.**
- **Monday thru Friday (Except Vincentian Days) 6:55- 7:40 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, or face suspension or expulsion depending on the seriousness of the circumstances.
 - Students must be in full uniform in detention.
 - Cell phones are not allowed in detention
 - Students will work on a reflective exercise designed to help students consider the negative implications of their actions.
 - If a student is 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 and a conference with the Dean, student, parent(s)/guardians and counselor.
 - 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 at 6:55 am on the next school day.
 - All detentions must be served in order to take semester exams.

FINES

Fines are assessed for such infractions as replacing lost ID cards (\$10) or lanyards (\$2), lock replacement (\$5), defacing or damaging property, and stealing from the Dining Hall.

SEARCHES

Students and their personal effects are subject to search as set forth in the Illinois Compiled Statutes, Section 10-22.6(e): *“To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the students, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas.”*

ATTENDANCE

ATTENDANCE EXPECTATIONS

Attendance is essential for the success of each student's learning process. Students are expected to attend school daily 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 7:45 a.m.-3:05 p.m. Students are expected to be in dress code, ready to learn and seated in their first period class no later than 7:45am. **To achieve that, it is recommended that students arrive by 7:30 am.**

Report an Absence, Late Arrival or Early Dismissal

Report by Phone: A parent or guardian must call the school office before 7:45 a.m. on a Regular Schedule day or before noon on a Vincentian Day to report any tardy, early dismissal, partial or full day absence at **773-423-5125**.

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

Please provide the student's full name, the date of absence, the reason for absence, and a phone number where the parent/guardian can be reached.

The following categories have been established to explain both teacher and student responsibilities and obligations:

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 attendance line at **773-423-5125** before 7:45 a.m. on a Regular Schedule day or before noon on a Vincentian Day on the day of the student's absence.
2. Upon returning to school from an absence, the student **must check in** with the attendance clerk, and drop off the attendance note.
 - a. For the absence to be excused a note signed by one parent or guardian, stating the student's full name, date of absence, the reason for absence, and a phone number where the parent/guardian can be reached must be provided.
 - b. If a student should forget a note on the day of return, the note can be submitted the next day. The absence will remain unexcused until the note is received. If the student does not return a note after the second day of return, the absence will remain unexcused.

A call or submission form is required for **every day** of an absence, unless it is an extended absence that has been approved by the Deans. In some cases the Dean of Students Office may require a physician's note for an absence.

ABSENCES

Students who miss more than 30 unexcused minutes of any period/class are recorded as absent for period/class attendance purposes and the absence will be documented on the student's report card, as either excused or unexcused.

Excused

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

Unexcused

The student's absence is avoidable due to travel, non-DePaul College Prep sponsored team competitions, college visits that exceed the 3 approved, and dismissal from class for disciplinary reasons are examples of unexcused absences.

Long Term Absence

Long-term absence is defined as any absence of nine or more consecutive school days resulting from prolonged illness, concussion, surgery, or therapeutic treatment. The school nurse, counselors, Deans, and the attendance clerk must be notified when parents/guardians first learn of the possibility of an extended absence. Arrangements for schoolwork must be coordinated through the student's counselor and approved by the Dean of Students. The Deans/Counseling Office requires a physician's/therapist's note for long term absences.

TARDY ARRIVALS TO SCHOOL

DePaul Prep students are expected to be in their assigned classroom, in dress code, and prepared to learn when the bell rings. This applies to the first class of the day and all subsequent periods throughout the day. A tardy is defined as not being in the student's assigned classroom by the 7:45 a.m. bell. **The South doors to the Commons are locked at 7:40 am. After 7:40 am, entrance is only through the North doors to the Commons. To avoid being tardy, students should plan to be at school by 7:30 am.** Students who are tardy to period/class are recorded as tardy for attendance purposes and the tardy will be documented on the student's report card, as either excused or unexcused.

1. Students are expected to report to the front reception desk for a Tardy Admit slip, which should be given to their teacher upon entrance to the classroom.
2. If a Tardy Admit slip is not provided upon entrance to the classroom, the teacher should send the student to the front reception desk to acquire one.

Excused

The student's tardiness is unavoidable due to illness (doctor's/dentist appointment), accident (accompanied by a police report or some type of verification), or a medical emergency.

- Parents/guardians are required to call the school office, before 7:45 a.m., if a student is expected to arrive after 7:45 a.m., for the tardy to be excused.
 - The tardy will be documented as excused on the student's report card.
- A student arriving after 7:45 am and without parent/guardian notification will be considered tardy unexcused.
 - The tardy will be documented as unexcused on the student's report card.

Unexcused

The student's tardiness is avoidable due to poor traffic conditions, overslept, inclement weather (unless the school sent out a notification), and stops before arriving at school are examples of unexcused tardies.

- A student arriving after 7:45 a.m., will be documented as unexcused tardy on the student's report card.
- Two or more unexcused tardies will result in a detention.

Students are allowed one "free" unexcused tardy arrival in the morning each semester - this includes being delayed due to inclement weather, poor traffic conditions, or transportation issues. On the second occasion, the student will be issued a detention

- The one "free" tardy arrival each semester will be documented as excused on the student's report card.

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 time of the dismissal, and reason for the request. This note must be turned to the front reception desk before 7:45 a.m. on the requested date. Please refer to the bell schedule before requesting an early release. A parent or guardian is required to come to the front reception desk to pick up students. A government issued ID is required to enter the building. Please allow at least 24 hour notice for an early dismissal, unless it is an emergency.

APPOINTMENTS/PHYSICIAN'S NOTES

Medical and dental appointments should be scheduled outside normal school hours or after school on early dismissal days. 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.

PARTICIPATION IN SPORTS/ACTIVITIES

Students who are involved in any athletics or 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.

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 for missed work. If a parent/guardian anticipates that a student will be absent three or more days, the student should consult with their teacher and check Schoology for homework assignments.

SCHOOL ARRIVAL

When students arrive at school, they need to be in dress code by the start of their first period class. Students may not loiter in unauthorized areas of the campus. Students who arrive at school early are to go to the Commons, Corboy Hall, or the Dining Hall. Students are not allowed to congregate in the hallways or stairwells and are to remain on campus from the time they arrive at school until afternoon dismissal.

TRUANCY

A student who is absent from school or class without parental/guardian notification to the school is truant. Truancy is an unexcused absence which will result in disciplinary action which may include the issuance of detention(s), a parent/guardian conference, or in severe cases, loss of privileges to participate in co-curricular athletics/activities, honor societies, school functions, and may include suspension and probation, or expulsion.

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 attendance in the classroom. 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. Parents and students should understand that excessive absences, whether excused or unexcused, will drastically affect class grades

DRESS CODE

DRESS CODE EXPECTATIONS

The DePaul College Prep dress code is a major component to prepare students for the professional world while instilling self-respect, neatness and pride in our school identity. With the support of parents/guardians and faculty, these guidelines help to engender a positive academic climate of mature behavior. Any student who cannot comply with the dress code due to injury or illness must receive written permission from the Dean of Students to attend school out of uniform. All uniform clothing is to be purchased from the Tommy Hilfiger 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 skirt (three options available). 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, lake blue, or navy blue DePaul College Prep polo shirt including dri-fit, clean and tucked in.
- Blazer is optional (see Tommy Hilfiger's website)
- Khaki or docker style pants (chinos) purchased from the DePaul Prep section of the Tommy Hilfiger website.
- Uniform khaki shorts from Tommy Hilfiger are acceptable attire in warm weather or August - September and April - May.
- Yoga-wear, form fitting pants, jeggings, leggings and sweatpants are not allowed; no elastic or tight-fitting cuffs on the ankle. Black or navy tights or leggings are allowed underneath skirts during winter months however, sweatpants are not allowed under skirts at any time.
- Hair must be neat, clean, and professional.
 - Hair color must be a natural color only (blonde, brunette, black, auburn)
- Excessive jewelry is not allowed to be worn in the building during school hours.
- A maximum of two earrings per ear.

MALES

- White button-down dress shirt, long or short sleeves with school logo, fully buttoned and tucked in.
- OR-
- White, lake blue, or navy blue DePaul College Prep polo shirt, including dri-fit, clean and tucked in.
- Blazer is optional (See Tommy Hilfiger's website)
- Khaki or docker style pants (chinos) purchased from the DePaul Prep section of the Tommy Hilfiger website.
- Uniform khaki shorts from Tommy Hilfiger are acceptable attire in warm weather or August-September and April-May.
- Hair must be neat, clean, and professional
 - Hair color must be a natural color only (blonde, brunette, black, auburn)
- 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.
- One piece of jewelry such as a ring or necklace is allowed to be worn in the building during school hours.

ALL Students

- All uniforms must be purchased from the Tommy Hilfiger website.
- 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 from either Tommy Hilfiger, the DePaul Prep Spirit Shop, or team athletic shop

- 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 - Lake Blue lanyard
 - Seniors - Seniors may wear a lanyard of their choice (must be school appropriate)
- 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.
- Shoes:
 - Dress shoes
 - Gym shoes
 - Boots (no combat, cowboy, high heels, etc.)
 - All footwear must cover the toes and heel (i.e. no open toe shoes or slip-ons)

PROTECTIVE MASKS

Pursuant to our health and safety protocols, protective face masks are an optional part of the uniform. Masks that are plain or contain logos representing DePaul Prep, athletic teams, the arts, academic disciplines, medical/health awareness or colleges are acceptable. Masks that contain political statements or use disrespectful language or imagery are not acceptable. If you are unsure whether your mask is acceptable, consult with the Deans of Students who will make a final decision.

SPIRIT WEAR FRIDAYS

- DePaul Prep hooded sweatshirts are allowed only on Spirit Wear Fridays. No other brands of hooded sweatshirts are allowed at any time.
- All club and athletic team apparel purchased through DePaul Prep Team Shops is allowed.
- DePaul Prep athletic team jerseys may only be worn on Spirit Wear Fridays
- DePaul Prep apparel from the Spirit Shop is allowed
- Uniform bottoms and shoes must be worn
- School I.D.s must be worn; uniform shirts must be tucked in

Unacceptable Dress and Prohibited from being worn in school:

- Piercings (nose and lip rings)
- Hats
- Headgear – **including headphones, headsets, earphones or earbuds**
- Sunglasses
- Visible Tattoos
- Visible chains, medals, medallions

NOTE: The expectation is that students will arrive at school dressed per the dress code and stay in dress code until the end of the school day, unless you are changing for a school sponsored activity. Decisions on dress code matters are at the sole discretion of

the Deans 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. Physical Education uniforms must be purchased through either DePaul College Prep's Spirit Shop or Tommy Hilfger.

BACKPACKS

Backpacks are to be kept in the student's locker. Students should only carry their necessary belongings to their classes. An 8.5"L x 5" H bag is allowed to carry to class for pencil/pens, calculator, and other smaller items. Drawstrings bags are acceptable. Students will be allowed to go to their locker prior to the first bell and during passing periods to pick up their necessary belongings for their classes.

ELECTRONIC DEVICES/CELL PHONES

Cell phones, laser pointers, cameras, camera cell phones, electronic devices (with or without headphones or earbuds) **may not be used or visible during school hours from 7:45 a.m. - 3:05p.m.** or during the times of an adjusted schedule, unless granted permission from a faculty/staff member. Cell phones and other electronic devices may not be used during passing periods, when students are out of class, in the Commons, in the bathrooms, or during lunch. Phones should be turned off, silenced at all times, and not visible during the scheduled school day.

STUDENT ITEM DROP-OFFS

After 7:45 a.m., student items (iPads, IDs, PE uniforms, sports equipment, etc.) will not be allowed to be dropped-off at the school.

TECHNOLOGY ACCEPTABLE USE POLICY

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

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 Head of Counseling, and the Deans of Students. The Deans of Students will determine disciplinary consequences of violations, and the Head of Counseling 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 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.
- 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 their 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.

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.

MONITORING

All teachers will be utilizing Jamf School and Schoology within their courses this year. Jamf School is meant to focus and enhance in class iPad use. It is a powerful teaching assistant that helps guide students through a lesson, allows teachers to provide appropriate apps for school use, 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. Jamf will be used with Freshmen and Sophomore students for the 2022-2023 school year.

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.

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.
- 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.

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.)

EMERGENCIES/SAFETY/SECURITY

VISITORS/BUILDING SECURITY

All visitors, including parents, guardians, alumni, college and career representatives, salespeople, vendors and guests must enter the building through the Main Entrance on the north side of the building. Visitors must sign in using our Raptor system and wear the issued 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.

Strangers observed in the building not wearing a Raptor generated visitor's badge should be immediately reported to the security.

STUDENT ENTRANCES

Students may enter DePaul College Prep through the North and South doors of the Commons before classes begin in the morning. At 7:40 am, the South doors are locked and students may only enter through the North doors to the Commons.

SECURITY CAMERAS/VAPE DETECTORS

DePaul College Prep is equipped with multiple security cameras and vape detectors throughout the buildings and campus which are monitored by security personnel and the Deans. In cases of infractions of rules, policies, procedures and code of conduct, evidence from these devices may be used by the Deans to assess consequences.

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 Reception Area in the Commons 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:

- Faculty dining hall. No student is to open the door of the faculty dining hall to ask for a teacher or to enter
- Faculty work areas or faculty lockers
- Elevators (unless a student receives a pass from the Dean's office)

- Dock area
- Mail/Storage rooms

LOCKERS

- Only school issued locks are permitted on the lockers. Lockers 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.
- 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.
- Lockers are the property of DePaul College Prep and subject to search by a designated DePaul Prep representative at any time and for any reason.
- 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 may face a serious discipline action and/or expulsion.
- Food or drinks for lunches are to be removed from lockers at the end of every day.
- Gym bags are to be stored in lockers
- 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.

FIRE DRILLS

Fire drills are conducted twice a year, one each semester in accordance with the City fire code and are monitored by the Chicago Fire Department.

ACTIVE SHOOTER DRILLS

Active shooter drills are conducted twice a year, one each semester and are monitored by the Chicago Police Department.

SEVERE WEATHER/TORNADO WARNING

Tornado drills are conducted once a year.

EMERGENCY CLOSING

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

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

TRANSPORTATION/PARKING/DRIVING RULES

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. 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 DePaul Prep parking lots, he or she must register their vehicle filling out the form on the [website](#).
- The school issued parking tag must be displayed by hanging from the rearview mirror at all times
- An unregistered student vehicle, parked illegally in the DePaul College Prep parking lot can be towed at the owner's expense.
- Students who wish to keep their vehicle in the parking lot overnight (Kairos, out-of-town athletic events, etc.) must notify the Deans and Security.
- 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 are subject to search by school authorities.
- 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.
- Bicycles must be parked and chained to bicycle racks. Locks and chains should be designed for bicycle security. Bicycles should not be chained across racks.
- DePaul College Prep is not responsible for damage and/or loss to students' vehicles, bicycles, or other private means of transportation.

STUDENT PARKING

Students parking in the North lot must park either in the furthest north part of the lot closest to Lane Tech, at the farthest west point of the North lot near Rockwell or the Kerry Wood Field fence. Parking spots closest to the building are reserved for faculty, staff and visitors. Students parking in the South lot must park in spaces closest to Rockwell or Melrose. Spots closest to the building are reserved for faculty, staff and visitors.

PUBLIC TRANSPORTATION

Students who ride CTA public transportation are always representatives of the school. The DePaul College Prep community expects all students to demonstrate proper behavior on CTA vehicles, reflecting our school community's respect for others and for public property. Students who do not demonstrate proper behavior on public transportation 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 at the front reception desk for a fee of \$2.00.

YOUR PHILANTHROPIC SUPPORT & ADVANCEMENT EXPECTATIONS

1. 100% Support! Every DePaul Prep family is expected to make an annual donation to the Fund for Excellence Annual Appeal at a level that is comfortable for each family.
2. Every DePaul Prep family is expected to participate in at least one fundraising special event throughout the year.

FUND FOR EXCELLENCE ANNUAL APPEAL

The Fund for Excellence Annual Appeal is DePaul Prep's most important annual giving program. Proceeds help to close the gap between the tuition charged and the true cost of educating each student. All families are asked to contribute to the Fund for Excellence at a level that is comfortable for them. Donations can be made in one payment or spread throughout the school year through a family's [FACTS tuition account](#). We also encourage families to check with their employers about matching gifts and workplace giving programs.

SPECIAL EVENTS

DePaul Prep holds three annual fundraising and community building events: *Fall In* and *Poker and Casino Night* in the Fall and *Spring Fling* in the Spring.

In addition to these major fundraising events and the Fund for Excellence Annual Appeal, DePaul Prep hosts a number of smaller fundraising and community events throughout the year.

ONE DREAM, ALL IN: THE CAMPAIGN FOR THE FUTURE OF DEPAUL COLLEGE PREP

We invite you to join the efforts of the extraordinary *One Dream, All In* capital campaign. With your help, we will reach our final goals in all three critical areas: renovation and construction of **academic** facilities; construction of **athletic** facilities; and creation of an **endowment** for financial aid and scholarships for students and professional development for faculty.

PARENT ASSOCIATION AND BOOSTER CLUB

As a DePaul Prep parent or guardian, you are an automatic member of the Parent Association. The Parent Association supports community building, volunteerism and parent engagement through events supporting our teachers and students, information sessions, guest speakers and meet & greet gatherings. The Parent Association also leads the **Booster Club**, which fundraises for and supports athletic programs, co-curriculars and academic teams.

**Please note: Contributions made to Special Events, Booster Club and One Dream, All In Campaign do not count towards the 100% family participation expectation for the*

*Fund for Excellence Annual Appeal.**

RIGHT TO AMEND

The 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 School policy. The handbook and related directives linked herein are also subject to review and amendment 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.