



# **100 YEARS**

**OF EDUCATING YOUNG WOMEN**

**2022-2023 Student Handbook**

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## ATTENDANCE POLICY

Daily attendance is required. Daily attendance lays the foundation for academic success. Our policy is based on the understanding that presence in the classroom maintains academic rigor.

The student is permitted 10 absences per class period per school year, with parent authorization. Not counted in the 10 absences are those absences due to

- Physician-documented illness/hospitalization on the agency's office stationery, including the mental or behavioral health of the student; dates of necessary absence must be listed;
- Attendance at funeral services for death in the immediate family or family emergency;
- Observance of a religious holiday;
- Court appearance, documented by a court summons;
- Other situations beyond the control of the student, as determined by the Principal
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student;
- 2 dean-approved college visits for seniors;
- 1 dean-approved college visit for second-semester juniors;

*\*Please note:* Following a student's extended illness (more than two days), doctor's notes and other documentation must be submitted to the Dean of Students upon the student's return in order for an absence to be considered excluded from the five absences total.

Absences due to doctor's appointments are not excused. Parents are strongly encouraged to schedule doctor appointments on non-school days and outside of school hours.

All aspects of the school day, such as Masses, prayer services, retreats, and all-school assemblies are important and are considered part of the educational program. Students are expected to attend all-school gatherings.

Students who are absent from a class due to participation in Resurrection College Prep-sponsored retreats, field trips and RES athletic competition are recorded as a field trip and do not count in the 10 absences allowed.

### **Make-up Work following excused absences**

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

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

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

### **Excessive Absences**

Excessive, repeated or prolonged absence from coursework may result in lower academic achievement, failure or loss of credit in courses. The State of Illinois defines "chronic absentee" as any student who misses 10 percent or more of school days within a year with or without a valid excuse, and defines a "chronic, habitual truant" as a child subject to compulsory attendance who is absent without valid reason for 5 percent or more of the 180 regular attendance days. Excused and unexcused absences are all recorded as absences on the student attendance record, which is reviewed weekly by the Dean of Students.

### **Vacations during school days**

Families are expected to observe our scheduled vacation dates. It is disruptive to leave early or return late from scheduled vacation periods. Similarly, it is disruptive to a student's academic growth to miss school due to vacations on dates other than scheduled school vacations. Three consecutive days of absence for reasons other than those listed above must be approved in advance by the Assistant Principal for Teaching and Learning. Parents are to contact the Assistant Principal for Teaching and Learning at least one week prior to the absence. The school faculty assumes no responsibility for work or information missed for absences due to vacations or trips.

- Assignment due dates will not be extended and assignments are expected to be submitted per teacher instructions on the date they are originally due.
- Tests and quizzes are to be completed prior to leaving or, if approved by the teacher, immediately upon the student's return.

### **School Exclusion**

Students will be excluded from attending school by October 15th if requirements for health examinations and immunizations have not been met. These will be counted in the 10 days of absence. To return to school, the appropriate documentation must be submitted to the Records Office.

### **Truancy**

Students who are absent without parent authorization on the day of absence or who leave the school without approval of the Attendance Clerk are considered truant. These absences are recorded as UA in the student's attendance record. Students who are truant will not receive academic credit for any assessments on the day of truancy. Repeated trancies jeopardize the student's ability to receive credit for courses from which the student was absent.

## School Communication regarding Days of Truancy

When students are absent without parent authorization and/or a lack of reason for absence occurs

- The attendance clerk will contact the parent through phone and/or email for verification of the reason for absence;
- If no parent response is received, the Dean of Students will contact the student's parent for an interview to determine reason for absence and will meet with the student upon her return and contact parents for an interview to determine the reason for absence;
- Students with multiple absences for a combination of any reasons will be weekly reviewed by the Assistant Principal for Student Services, Dean of Students and School Counseling staff to determine appropriate supportive measures for the student.
- School response to days of truancy shall include, but are not limited to, parent and student conferences with the student's school counselor and Dean of Students, Student/Parent Attendance Agreements and Principal Conference with Attendance Contract. When appropriate, information about existing community services that are available to truant and chronically truant students, relevant to their needs, will be provided.

### Reporting an absence or requesting a late arrival/early dismissal:

- The parent(s)/guardian(s) must phone the Attendance Office before 9:30 a.m. on the day of the absence for the absence to be excused. A message regarding an absence, including the reason for the absence, may be left on the Attendance Office voicemail system during non-school hours. A parent's phone call is mandatory for a student's absence to be excused; otherwise, a student will be considered truant.
- A doctor's note should be sent within 48 hours of a student's absence in cases of illness that extends beyond 2 school days. Notes can be faxed to 773-775-0611; emailed to [resattendance@reshs.org](mailto:resattendance@reshs.org) or the Dean of Students, [tbernardin@reshs.org](mailto:tbernardin@reshs.org). They also may be submitted directly to the attendance clerk in the Main Office.
- Early dismissals may be requested in advance by calling the attendance office at least a day in advance. Students must sign out with the Attendance Clerk in the Main Office before leaving the building for an early dismissal.
- Students who become ill during the school day are to see the Attendance clerk in the Main Office who will contact the parent to determine if the student requires an early dismissal.

- Students arriving late to school must report to the Attendance Clerk in the Main Office.
  - Students who arrive more than 15 minutes late for any course period will incur an absence in the class.
  - Without parent notification, the absence will be considered unexcused and truant with the associated consequences.
- Recurring Early Dismissals:

- After completing and submitting the Early Dismissal Form, seniors or juniors who have a study for periods 4 or 7 listed as early dismissal on their schedule are dismissed after their 3rd block class. They are not required to report for their study.
- All students must attend Flex and P-Block if those periods precede a last period study.
- Late Arrivals: Seniors who have a first block study may complete the Late Arrival/Early Dismissal form and arrive on campus prior to their 2nd block class. They will check in with the Attendance Clerk through the Main Office.

#### **Additional attendance information:**

- A student may not attend any after-school activities on a day that she is absent from school. After-school activities include dances, social events, performances, rehearsals, athletic practices or competitions, club or other school activities.
- In cases of extenuating circumstances, permission to attend after-school rehearsals or school events may be given by the Dean, or permission to participate in athletic-related activities may be given by the Athletic Director. The parent must contact the Dean or Athletic Director prior to the event in order for consideration to be given.
- Our school does not recognize “Ditch Days.” Parents are asked not to condone a “ditch day.” Students who are absent on “Ditch Days” will not be given extensions on any academic work collected on that date. Failure to submit work on the day the work is due will result in a 0 without opportunity to make the work up.
- Vacations or absences for reasons other than those listed above during school days are strongly discouraged.
  - Three consecutive days of absences on school days for reasons other than those listed above must be approved in advance by the Assistant Principal for Teaching and Learning. Parents are to contact the Assistant Principal for Teaching and Learning at least 10 days prior to the absence.
  - Assignment due dates will not be extended and assignments are expected to be submitted per teacher instructions on the date they are originally due.
  - Tests and quizzes are to be completed prior to leaving or, if approved by the teacher, immediately upon the student’s return.

#### **School Response to Absences**

##### **When a student is absent from a class, the Dean will**

- Alert the student via email or meeting of her third class absence
- Contact the student’s parent on the fourth class absence
- Upon the 5th occurrence of class absence within a semester, the Dean will create a success plan with the student. The student and Dean will communicate regarding that plan with the parent and the student’s counselor
- Upon the 8th occurrence of class absence, a student/parent agreement will be completed.

- When 10 absences are reached, the student will be placed on an attendance contract which will outline necessary actions to avoid disenrollment from Resurrection College Prep.

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



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## **Bullying And Harassment POLICY**

Bullying, intimidation, and harassment diminish a student's ability to learn and the school's ability to educate. Resurrection College Prep is committed to fostering a learning environment in which all students feel respected and safe. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of our school.

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

1. Placing a student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or



4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology and 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, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution of electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Reports also can be made by filing an anonymous bullying/harassment report using the link on the school website.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or knowingly providing false information will be treated as a serious behavioral offense.

Any student who engages in harassment and/or bullying behavior will be subject to disciplinary sanctions and may be subject to Level IV consequences or referred to the Principal for suspension and possible expulsion.

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



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## CAFETERIA AND LIBRARY SERVICES

### Cafeteria

Freshmen and Juniors eat lunch during Lunch A. Sophomores and Seniors eat lunch during Lunch B.

Students may bring lunch or may purchase a lunch from Country House food services.

Breakfast items are available between 7:45 and 8:16 a.m. Lunch service is available from 11:08 to 12:10 unless a schedule change requires a change in the lunch periods.

To purchase food items, students must open a MyMealtime Account and present their school ID to be scanned before leaving the serving line. Visit <https://www.mymealtime.com> for more information.

Students should monitor their account balance to ensure that they have sufficient funds to purchase items.

Deliveries of food or beverages from restaurants are not accepted in the Main Office. Food deliveries for student parties are not accepted unless ordered by a school staff member for a school-related event.

### Cafeteria Rules:

- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall consume their food and beverages in the cafeteria.
- Food, beverages and cafeteria trays are not to be removed from the cafeteria.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine.
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate bell rings, or otherwise directed by staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Weather-permitting, students will be allowed to eat in the library courtyard.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## **Library Services**

The Library is open on Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 4 p.m. It is open on early dismissal days from 7:30 a.m. to 2 p.m. unless otherwise noted.

Check the Library Schoology page for updates on new books, library hours, as well as access to online periodicals, databases, and ebooks.

Books and other materials can be checked out with a school ID. Most materials can be checked out for 2 weeks at a time. The replacement of lost or damaged library materials will be charged to the student's tuition.

If a student forgets her Chromebook, she can check out a loaner in the library for the school day. The first time a student checks out a loaner she will not pay a fee, but she will be charged \$5 for subsequent loaner check outs. Students will pay a \$5 per day late fee if they do not return their Chromebook at the end of the school day.

The library has books, DVDs, and games available to check out. In addition to books that are useful for school work, we have an extensive fiction and graphic novel section.

Students who have a request for a book or other items the library currently does not have are encouraged to talk to the librarian.

The library is open during P-Blocks (except during club meetings). Students will need to get a pass from their P-Block teacher, and space is limited. Group work is encouraged in the library, but the library should be a quiet working environment.

Students should ask the librarian for any assistance in locating materials, book suggestions, help with research, and other print or electronic resources.

The Innovation Lab is accessible to students before and after school, as well as during P-Block (except when clubs meet). Students who want to use the 3-D printers, laser cutters, etc. must fill out a Google Form, which is located on the Schoology Library page.



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## **Closed Campus**

Resurrection College Prep is a closed campus.

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

On days when the school schedule changes, early dismissal times may be delayed until after the completion of the scheduled activity



## **CONCUSSION POLICY**

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

In compliance with the Illinois Youth Sports Concussion Safety Act, Resurrection College Prep High School will follow Return-to-Learn. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>[1]</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Additionally, any student who has sustained a concussion from any school activity or off-campus injury will follow the protocols as outlined in the Resurrection College Prep Concussion Policy.

### **Concussion Oversight Team**

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

### **Preventative Process:**

Students/Parents wanting to participate in Resurrection athletics must sign the concussion form.

Students/Parents wanting to participate in Resurrection athletics must attend the pre-season parent meeting where the Athletic Trainer will discuss concussions and the return-to-play protocol.

Student athletes must watch the IHSA concussion video and sign a waiver confirming they viewed the video before participating in their sport.

All Resurrection coaches must pass the IHSA concussion test, certifying them to take the lead in the event of a concussion if the Athletic Trainer is not present. Coaches are expected to remove a student from play if she has had an injury to the head, until it can be thoroughly evaluated by a licensed health professional.

## **Concussion Policy:**

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

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

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

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

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

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

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

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

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

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

Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.

No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music.

No physical activity- this includes anything that increases the heart rate as this may worsen or trigger additional symptoms.

No tests, quizzes or homework - Provide students with copies of class notes.

**Phase 2: Part-Time School Attendance with Accommodations:** In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so frequent breaks to rest and "recharge their batteries" are needed.

Re-introduction to school.- Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process. Student may begin with half days in school, or rest in the nurse's office, library or quiet location in between classes.

Symptoms reported by the student should be addressed with specific accommodations, reading and other visual stimuli, based on the student's symptoms. Provide student with copies of class notes (teacher or student generated) No tests or quizzes. Homework load based on symptoms. There should be no due dates on homework assignments. This allows students to work at a pace that does not exacerbate symptoms and reduces their anxiety about completing missed assignments. Many students have heightened anxiety during concussion recovery and due dates exacerbate this. Allow the student to leave class a few minutes early to avoid noisy, crowded hallways between class changes. No physical activity including gym, PE or participation in athletics.

**Phase 3: Full-Day Attendance with Accommodations:** In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.

Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity.

Continue to prioritize in-class learning; minimize overall workload. Gradually increase amount of homework.

Reported symptoms should be addressed by specific accommodations; accommodations can be reduced or eliminated as symptoms resolve.

No physical activity unless specifically prescribed by the student's medical physician.

No contact sports are allowed until the student is completely symptom free, completing full days at school and requires no academic modifications (determined by the Concussion Case Manager), and has received written clearance from a licensed healthcare professional.

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

**Phase 4: Full-Day Attendance without Accommodations:** In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent. Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.

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

**Phase 5: Full School and Extracurricular Involvement:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms. No accommodations are needed. Before returning to physical education and/or sports, the student should receive written clearance and complete a return-to-play progression as indicated by the Resurrection Concussion Policy.





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## **DEAN AND ATTENDANCE OFFICES**

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

The Dean's Office is open from 7:30 to 3:30 p.m. Students can receive assistance through the Dean's Office for

- School uniform loan (skirts, polos, fleece and quarter zip)
- Assistance with attendance or tardiness questions
- Clarification of school policies and procedures
- Student Activity and club information
- Any student life matters

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

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

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



## **ELECTRONIC DEVICE USE POLICY**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, iPad®, laptop computer, tablet computer or other similar electronic device. The Resurrection 1:1 program Chromebook is not included in this policy. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the Dean of Students.

During instructional time, which includes class periods, study periods, FLEX, P-Block, class and school meetings/gatherings, electronic devices must be kept powered-off and out-of-sight unless:

- (a) permission is granted by an administrator, teacher or school staff member;
  - (b) use of the device is provided in a student's accommodations; or
  - (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Administration and staff may request at any time that students turn off and put away technology devices.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school the school day hours, during passing periods, and during the student's lunch period.

Use of a personal electronic device in locker rooms, and washrooms or during assemblies, liturgies, retreats, club meetings and other community gatherings, is not permitted.

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

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

If a student chooses to have an electronic device in violation of this policy, she will be referred to the Dean's Office.

It is expected that:

- Recording, taking pictures or videos of classmates, faculty or staff without their permission is strictly prohibited.
- Taking pictures of classroom activities or social interactions on the school campus is prohibited unless all persons in the picture have given permission for the photograph or video to be recorded.

**Publishing these photos or videos without permission, either in print or electronically (social media), is a serious disciplinary matter and will be addressed through the Dean's Office.**

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

- 1st violation – Conference with the Dean;
- 2nd violation – Detention assignment; parent contact
- 3rd and all subsequent violations – Detention assignment; parent meeting.

Repeat violations of the Electronic Device Policy may result in the student having to leave the device at home or in the Main Office for the school day. Use of the device under these circumstances is at the discretion of the Dean.



## EMERGENCY INFORMATION FORM POLICY

### Emergency Information Form

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



## **FIREARMS, DRUGS, BATTERY AND STUDENT INFORMATION REPORTING POLICY**

### *Battery Against School Personnel:*

The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.

The chief administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

### *Firearms and Drugs:*

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.

School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school.

The chief school administrator shall notify the Illinois State Police of firearm and drug incidents through the School Incident Reporting System (SIRS) in IWAS.



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## **LOCKER POLICY**

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

The above statement is “Prior Notice” of locker inspection procedure.

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

Additionally:

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



## **NONDISCRIMINATION POLICY**

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

Resurrection College Prep does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to protective hair styles such as braids, locks and twists.

Resurrection College Prep admits students who are not Catholic provided that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

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

determine what reasonable accommodations are available based on the student's individual disability or health limitations. If at any point a student thinks she needs additional support, she should contact her counselor.





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## OFF-CAMPUS BEHAVIOR POLICY

### Off- campus behavior

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



## **PARKING LOT POLICY**

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

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

### **Additional Parking Lot Expectations:**

- The speed limit in the parking lot is 5 miles per hour.
- All cars parked in the school lot must have a current parking tag hanging from the rear view mirror with the number facing out.
- The speed limit on school property is 10 miles per hour.
- Staff and faculty parking spaces are assigned. Students may park in the last two rows of the parking lot. Student parking spaces are unassigned.
- Sitting in or loitering near parked cars in the school lot before, during, or after school is prohibited.
- Parking or standing cars in fire lanes is strictly prohibited.
- All cars must be parked within marked parking spaces.
- Drivers picking up students in the parking lot must park in a designated parking space in order to keep fire lanes clear and for the safety of all students.
- Students who have not purchased a parking permit and who choose to park in the lot will be referred to the Dean's Office.
- Students who display a duplicated or copied parking permit will face disciplinary consequences, including but not limited to, work details and detentions.
- Students who allow their tag to be duplicated or copied will lose their parking lot privilege. Their parking fee will not be returned.
- At the Dean's discretion, parking lot privileges may be revoked.
- Resurrection College Prep assumes no responsibility for cars parked on its property.
- Accidents in the parking lot are to be immediately reported to the Dean; however, drivers are responsible for reporting the accident to their insurance companies and/or police for resolution of any injuries or damages to their vehicles.



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## SECURITY AND SAFETY POLICY

### Safe and Respectful Environment

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

### Building Security

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

### Building Access

The school building is open from 7:30 a.m. to 3:30 p.m.

Students entering the building before school are to use door #1 by the Main Entrance.

Students are to use only door #8 to exit the building.

Other doors are not to be used as exits. Exiting the building through the #5 and #6 doors will lead to an enclosed, locked area of the campus which offers no ability to leave that area. Therefore, doors #5 and #6 are to be used only in an emergency situation.

Students remaining in school after the school day ends are to be under the direct supervision of a faculty or staff member.

The academic area of the building closes at 4:15 p.m. This area will be locked. Therefore, students will not have access to their lockers after 4:15 p.m.

Students are encouraged to have their rides pick them up before 3:30 p.m. Students waiting for a ride after 3:30 p.m. are to wait outside the Main Office by door #1.

### Deliveries to Students

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

## **Emergency Drills**

The school regularly conducts mandatory safety drills throughout the school year. During School Safety Week, building evacuation, shelter-in-place, police supervised lockdown, bus evacuation and earthquake drills are completed. Students are expected to remain silent and follow directions of the staff. Drill procedures and evacuation routes are posted in every classroom.

## **School Closings/ Late Start**

Should severe weather conditions warrant that Resurrection College Prep is closed or following a late start schedule, a call from school through the SchoolMessenger program will be sent to students' home phone numbers. Additionally, students are advised to view Schoology, the school Facebook page and the school's website, as well as listen to radio/TV stations. Occasionally, severe inclement weather or an emergency requires the closing of school before the expected dismissal time. In the event of such a closing, students will be advised to call their parents. The school also will send a message to students' parents through the SchoolMessenger system.

## **Visitors**

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



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## **SOCIAL MEDIA POLICY**

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to: (a) data, video and photo sharing, (b) social networking, (c) blogging, (d) use of a wiki, (e) instant messaging or texting, (f) gaming, and (g) web conferencing, (h) use of social media websites which allow users to comment, exchange or share content, collaborate, and/or interact such as Internet forums, weblogs (or “blogs”), video logs (of “vlogs”), wikis, social networks (such as Facebook, Twitter, Reddit, and SnapChat), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing. Social media tools are valuable as curricular resources, and as part of a larger communication network that fosters education and personal growth.

The principles of respect and reverence for every person, the development of the community and the ideals of a Resurrection College Prep are at the core of our educational programs. Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

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

Use of personal social media for the purposes of cyberbullying or creating disruption of our school’s student behavior expectations may be investigated by any member of the school administration. Students are expected to fully cooperate in this investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy and may be asked to show their social media accounts to any administrator.

Resurrection College Prep will not request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social network.

Sufficient evidence of violation of our school’s social media policy includes electronic or hard copies of material posted on any of the social media tools listed in the first paragraph of this policy. If the school becomes aware that material potentially exists, the parents of the student will be contacted with the goal of addressing the material in question through their intervention.

Tangible evidence of a student's personal social media used to cyberbully will result in the consequences associated with our school's Bullying and Harassment Policy.



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## STUDENT ACTIVITIES

### **Athletics**

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

### **Co-Curriculars/Clubs**

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

provide student leadership development;

encourage participation in service opportunities;

identify and foster students' God-given talents through each club's activities;

allow students to meet peers who share similar interests, thereby promoting positive social interactions.

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

support of the school's mission and appropriateness of the club focus;

sufficient student interest in the club;

availability of adult leadership with formal education and/or sufficient experience to qualify them to oversee the club's activities and learning of the members.

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

Students may join up to three clubs that meet during Activity Days throughout the school year (one club per Activity Day).

Membership is annual. The only carryover of members from the preceding year is the officers who were elected the preceding spring.

Club sign-up is held at the beginning of each school year.

Each club has a specified number of members it can register, determined by the club's moderator.

The minimum number of student members required for a club is 10.

Students are expected to attend all the meetings for the co-curriculars in which she is a member. Missing more than one club meeting may result in a student's removal from the club without any refund of dues.

Students may be removed from a club if the moderator believes the student's behavior during meetings is disruptive or disrespectful.

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

Students or staff interested in beginning a new club propose the club to the Dean of Students. The club proposal would show that the club has a purpose consistent with the mission of the school and that there is sufficient student interest in forming the new club. Approval of the club is based on availability of a qualified moderator and room in the club rotation. Requests for clubs are made second semester and if approved would be added to the club offerings for the upcoming school year.

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

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

if membership is less than 10 members

if a qualified moderator has not applied to moderate the organization

### **Student Leadership**

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

### **Election of Officers**



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

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

**Removal of an officer:**

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

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

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



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## STUDENT BEHAVIOR POLICY

At the heart of student behavior expectations is the philosophy that a student's spiritual development gives her the foundation to make a difference in her school, family, and community. Proper conduct on the part of each Resurrection College Prep student is necessary to establish an environment that fosters growth and learning for all students.

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

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

The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause. The Principal may expel students immediately in cases of extreme misconduct. This includes the immediate removal of a student if her presence in school constitutes what is believed to be a threat or if she is involved in any criminal activities. Some behavior which could result in expulsion includes but is not limited to the following:

- Any actions which endangers life and property either on or off school grounds;
- Possession of a firearm or facsimile of or any other weapon on or off campus;
- Possession, use of, or the distribution of a controlled substance/paraphernalia on or off school grounds;
- Threats, hazing, harassment or bullying of any form of any student, family, faculty, staff, or other member of the Resurrection community, including sexual harassment or defamation through any medium, including the internet;
- Repeated violations of school rules whether or not on disciplinary probation;
- Any refusal of a consequence;
- Refusal to cooperate in searches or an investigation

## **Classroom Behavior:**

Teachers communicate their expectations regarding classroom behavior, routines and procedures. If a student's behavior does not meet established expectations, a teacher will

- Speak with the student to identify the behavior and how it is inconsistent with classroom expectations. A warning will be issued;
- Assign a detention for repeating the behavior. The detention will be no longer than 30 minutes held at the teacher's discretion after school in his/her classroom. The teacher will contact the parents regarding the behavior;
- Refer the student to the Dean of Students if the behavior does not change following a detention.

## **Level I Unacceptable Behaviors**

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

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

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

For Level II, III and IV behaviors, interviews with the students involved will be scheduled at the Dean's discretion. Parent/legal guardian conferences with the Dean of Students and other administrators may be required to discuss their student's behavior.

The Dean of Students will determine when a student is to be placed under the terms of a Behavior Agreement. Repeating the behavior will result in a Behavior Contract which will include a Principal meeting. A student found to be in violation of her contract may be asked to withdraw or may be expelled. Expulsion can be deemed appropriate for consistent noncompliance with school rules after multiple interventions. These serious offenses include both on and off campus activity. Expulsion is part of a student's permanent record. The Dean of Students may recommend this course of action to the Principal. Students who are expelled or required to withdraw from Resurrection College Prep for disciplinary or behavioral reasons will not be eligible for readmission at any time in the future, nor are they permitted to attend Resurrection College Prep athletic or social events.

The Dean of Students will determine when a student is to be placed on Social Probation. While on social probation, a student may not participate in any extracurricular or athletic activities for a time period specified by the Dean of Students.

When warranted, detentions may be assigned by the Dean of Students. Detentions will be before or after-school, as determined by the Dean of Students. Repeated behavior may result in a Saturday detention. Participation in extracurricular activities will not excuse a student from detention.

### **Level II Unacceptable Behaviors**

Level II behaviors include but are not limited to:

- Referral to Dean for continuing Level I behavior
- Disrespect toward Staff/Refusal to follow directions from a staff member
- Instigating behavior in others that could cause physical or emotional harm
- Forgery
- Giving a false name or using another student's ID or ID number
- Photographing or videotaping a member of the school community without her or his prior permission.
- Verbal disrespect toward another student including, but not limited to bullying or hazing in person, or through written means including any type of social media and/or electronic delivery
- Unauthorized use of official Resurrection College Prep logo, the school name or likenesses of the Resurrection College Prep's social media or print publications
- Using profanity or obscenity, either oral or written, including, but not limited to, written messages, photographs or images, video, or symbols conveyed either in person or through an electronic means including, but not limited to text messages, computer software or social media (ie Snapchat, texting, etc.) either on campus or off campus at any time.

### **School Response for Level II Unacceptable Behaviors**

Consequences for Level II behaviors may include, but are not limited to

- Detentions as assigned by the Dean
- a mediation process to restore respectful behavior between parties involved.
- Loss of Privileges which could include cafeteria services, use of resource rooms, out of uniform days and participation in athletics, extra-curricular activities and attendance at social events. Activity and/or athletic fees will not be refunded to students who lose the privilege of participating due to behavior concerns.

### **Level III Unacceptable Behaviors**

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

- Criminal damage to property
- Fighting
- Gang association and related illegal activities

- Repeated verbal disrespect or aggression toward another student including, but not limited to bullying or hazing in person, or through any type of electronic delivery system such as through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment or through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of our school. Forms of bullying or harassment can include, but is not limited to, written communication, photographs or images, video and symbols.
- Repeatedly instigating behavior in others that would cause physical or emotional harm
- Repeatedly violating the Acceptable Use Policy (AUP)
- Violation of the Tobacco Policy

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

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

### **Level IV Unacceptable Behaviors**

- Threats to the school community (bomb threats, death threats, threats of violence)
- Verbal/physical abuse or threats against a staff member
- Credible threats to a student or students, supported by tangible evidence that is traceable to the offending student. This includes, but is not limited to social media posts, police reports, text messages and witness statements.
- Repeated violation of the Bullying Policy, including credible threats
- Violation of the Alcohol and Drug Policy
- Violation of the Weapon Policy

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

Each of the above behaviors have policy-specific consequences. In situations involving any of the Level IV Unacceptable Behaviors, students will be immediately suspended until a meeting with the Principal and Dean occurs.

Resurrection College Prep will immediately report to local law enforcement any written complaints from school personnel concerning instances of battery committed against school personnel. Additionally, the Principal will notify the Illinois State Police within three days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

The student may meet with the Behavioral Review Board, which will recommend consequences that may include expulsion, behavioral probation, social probation, removal from co-curricular and

extra-curricular activities. Depending on the severity of the behavior, consequences may be determined by the Principal and Dean.

### *Suspension*

In-school and out-of-school suspension are reserved for serious behavior issues or concerns.

In-school suspensions will require that the student report in uniform to the Dean of Students on the day(s) of suspension. She will spend the day completing studies and possible educational activities associated with behavior improvement. She will bring her lunch and beverage and will not have cafeteria service access.

Out-of-school suspension will require a student to complete all academic work missed on the day of her suspension. Written tests will be proctored in the Dean's Office after school on the day the student returns to campus. If a student does not complete the work missed during suspension days, the student receives an appropriate grade which includes a zero if the student does not complete work as expected.

### *Behavior Review Board*

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

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

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



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## STUDENT HEALTH POLICY

A student with health needs must present health plans and other documentation in order for supportive services or accommodations to be provided. Health plans provide medication names, dosages, medication times and other pertinent information regarding the management of the illness during the school day.

### Medications

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

### Self-Administration of Medication

Prior to bringing and self-administering medication to school, the Parent Request for Self-Medication forms must be completed and on file with the Attendance Clerk. The forms are available in the Main Office. The medication's prescription or original container must be provided with the form. Thereafter, the documentation must be updated at the beginning of each school year and prior to any changes in the medication, dosage or administration of the medicine.

- A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
- All students who have asthma, diabetes or another chronic illness are to wear identification that alerts staff and emergency responders to their medical condition.
- Administration of Medical Cannabis In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. Resurrection College Prep will not deny a student

attendance at a school solely because he or she requires administration of the product during school hours.

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

No Resurrection College Prep employee is permitted to administer medication to any students in the normal discharge of their duties.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

#### **Accidents or other health needs**

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

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





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## SELF-MEDICATION FORM

**To Whom It May Concern:**

State law requires that we inform the parents or guardians of the student, in writing, that the school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

Before we can allow your daughter to self-administer the medication, we must ask that you sign and return a copy of this three page document.

The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements outlines above. A student with asthma or diabetes may possess and use her medication while in school or at a school-sponsored activity, such as before-school or after-school meetings, practices, rehearsals, contests or on school-owned and operated property.

We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses her medication. No Resurrection College Prep High School employee is permitted to administer medication to any student.

Your signature below indicates your acknowledgment that Resurrection College Prep High School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the above named student. I indemnify and hold harmless Resurrection College Prep High School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

**Please Print: Parent Name** \_\_\_\_\_

**Please Print: Daughter's Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### Parent Agreement for Child to Carry Medications and Self-Medicate

I give permission for my daughter \_\_\_\_\_ to carry the doctor-prescribed medications described below. I will notify the school of changes in medication of my child's condition.

Name of Medication	Dose	Frequency
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that my child is responsible for self-administering the medications and that Resurrection College Prep High School policy prohibits its employees from administering any medication to students.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



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## **TECHNOLOGY AND ACCEPTABLE USE POLICY**

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

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

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

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

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

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

Breaking any laws, federal or state, through illegal use of the Internet, our network or technology.

Use of the Internet for threats, discriminatory remarks, cyberbullying, and offensive or inflammatory communication.

Use of the Internet to access sites that contain obscene material that is harmful to students.

Engaging in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another's work or ideas as one's own work, submitting others' work (print, electronic or oral) in whole or part without thoroughly citing its origin or use of copyrighted materials.

Gambling or sexting; posting libelous, slanderous or defaming materials; or posting anonymous, harmful messages on websites.

Using another's account or password.

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

Using the Internet/network for non-school related work, including games and game sites.

Using unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Accessing or editing social networking websites.

Using the network in such a way that disrupts other community members' use of the network.

Engaging in, encouraging, or concealing from authorities any "hacking," unauthorized tampering, or other unauthorized use or deliberate disruption of computers.

Using technology capabilities for cheating.

Using technology capabilities for communication with other students unless permitted by a teacher.

Disclosing their address, phone numbers, and other personal information for themselves and other Resurrection community members.

Using any Resurrection College Prep material, electronic or print, for the student's own purpose.

Misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Resurrection College Prep High School.

Installing unauthorized or illegal software, intentionally deleting or damaging files belonging to others or the network.

Uploading or creating computer viruses.

Deliberately damaging equipment, systems and software resulting from acts, including unauthorized access to resources or equipment of Resurrection College Prep High School.

Accessing, storing or printing files that contain pornography, obscenity, racism or use of language that degrades self or others.

Using the Internet for commercial purposes or profit.

Wastefully using limited resources such as printing multiple copies of any material.

Intentionally or unintentionally accessing an account designed for Resurrection employee use only.

Using an encryption device to restrict or inhibit access to the student's email.

Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;

Failing to obey school or classroom technology use rules;

Use of school or personal electronic devices to perform unethical actions including, but not limited to, academic dishonesty, unauthorized collaboration, or plagiarism; and,

Using electronic information systems while privileges are suspended or revoked.

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

First violation -- verbal warning to the student, which will be documented in the Dean's Office

Second violation -- detention at the discretion of the Dean

Third violation -- in-school suspension and behavioral contract

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

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

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

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

## Schoology Code of Conduct

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

I will use a profile picture that is appropriate for school use and make sure that I have appropriate legal permission to use (i.e. in the public domain).

I will use posts to discuss school-related content only.

I will use a respectful tone of voice when posting. All school rules and consequences related to harassment and intimidation apply.

I will use appropriate grammar instead of texting language.

I will not use my posts to promote personal websites or chat rooms.

I will not use sarcasm, so as to avoid misinterpretations.

I will not reveal any personal information about others or myself on Schoology. This includes telephone numbers, addresses, emails, etc.

I will not post photos or videos of myself or classmates without permission. Any posted content will be appropriate for school use.

I will not copy or reprint any student generated content out of the Schoology domain.

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



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## THEATRE ETIQUETTE POLICY

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

Audience members expectations:

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



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## UNIFORM AND DRESS CODE

All Resurrection College Prep students are expected to wear the school uniform every day unless an alternate dress code is announced. The school uniform is purchased through Dennis Uniform Company.

The school uniform consists of the school polo, the uniform skirt for the student's class level, socks, leggings or tights and shoes with backs. Dennis Uniform pants (see Optional Items) are an acceptable alternative to the uniform skirt.

### **IDs:**

Students are expected to have their current school year ID on them at all times. They may carry the ID in a pocket, or the ID may be worn on a Res lanyard. Lanyards are available in the Main Office. IDs will be replaced upon student-request either through the Attendance Clerk or Dean.

### **Skirts for each class level:**

- Class of 2023, the McDonald Plaid box-pleat skirt
- Class of 2024, the Ward Plaid box-pleat skirt
- Class of 2025, the Chancellor Plaid box-pleat skirt
- Class of 2026, the University Plaid box-pleat skirt

Skirts are to be no shorter than 3 inches above the knee. Shorts worn under the skirt may not extend below the length of the skirt. Other apparel worn under the skirt is not permitted.

### **Polos:**

Either red, black or gray polos may be worn with the uniform skirt.

### **Socks/Tights/Leggings:**

- Socks must be visible.
- Tights may be worn or form-fitting, ankle length leggings may be worn.
- All are to be solid white, black or gray.

### **Shoes:**

Sneakers and casual shoes are permitted and are not to distract from the uniform. The administration will communicate dates when winter boots may be worn. Boots may be no higher than mid-calf.

### **Optional Items:**

- Either the Dennis Uniform Quarter-Zip sweatshirt or the Microfleece front zip up jacket may be worn in addition to the polo.



- Dennis Uniform black slacks may be worn instead of the uniform skirt.
- Tank tops/camisoles may be worn under the polo (solid white, black or gray). These must be tucked in. Long and short-sleeved T-shirts may not be worn under the uniform polo.

### **Hair:**

Hair is to be one natural color: blond, black, brown or natural red. Subtle highlights are permitted, but unnatural color highlights or chunks of another color are not permitted. Fad hairstyles are not permitted. Appropriateness of hair color and styling is at the discretion of the school administration.

Resurrection does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

### **Piercings:**

Students may have piercings in their ear lobes. Other facial piercings are not permitted. A flesh-colored space keeper is permitted; however, band-aids are not allowed.

### **Tatoos:**

Students may not have visible tattoos.

### **All-school assemblies and liturgies:**

When the school gathers for liturgies or special celebrations, students are required to wear their school uniform unless the administration communicates other apparel is appropriate. School athletic or club apparel, coats and jackets are not part of the school uniform and therefore, cannot be worn. This does not apply to Pep Assemblies. Shoes are to be either black, gray or white athletic shoes or dress shoes.

### **Spirit Top Days:**

Students may wear RES club, organization or Bandit apparel with their uniform skirt or Dennis uniform pants on Spirit Top Days, which are noted on the school calendar.

### **Spirit Apparel Days:**

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

- Reswear top layer and visible
- Shoes and socks as specified by uniform code
- Any sweatpants or bottoms that have writing across the buttocks are inappropriate for school and cannot be worn.

### **Other non-uniform days:**

On days when the uniform code is relaxed for a special event or celebration, students are expected to wear clothing appropriate for a Catholic School environment.

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

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

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

Students who violate the uniform/dress code will be referred to the Dean's office. A student will receive detention upon the second—4th referral. Continued violations of the dress code will lead to the student creating a success plan focused on following the uniform code. Continued dress code violations beyond that will result in a Student/Parent agreement. Violation of the agreement will result in a probationary contract.

### **Student Recognition Ceremonies**

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

- Dress or skirt length must be less than three inches above the knee.
- Dresses or skirts cannot be tight or form-fitting. Form-fitting pants are not permitted.
- Halter tops, tank tops, or tops that expose the midriff or that have a plunging neckline are unacceptable.
- Flip-flops or slippers are not permitted.
- Students who choose to wear clothing that does not meet the above dress code will not be admitted to the event or allowed to participate.

Resurrection College Prep High School agrees to comply with any other applicable State or federal law or regulatory requirement. The Student Handbook is available on the website or you may contact the main office for a physical copy at any time.

If a student or parent/guardian has any concerns regarding these policies, they should contact the Dean of Students, Ms. Tamara Bernardin at [tbernardin@reshs.org](mailto:tbernardin@reshs.org).

If a student or parent/guardian has concerns regarding a potential nondiscrimination violation, they should contact either their counselor or the school principal.

The Student Handbook is written to support a learning environment aligned with the school mission.

**Mission Statement:**

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