

DEPAUL PREP

PARENT/STUDENT HANDBOOK

2025 – 2026



Founded 2014

Main and Visitor Entrance: 3300 N. Campbell Ave.

Chicago, IL 60618

www.depaulprep.org

773-539-3600

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OFFICE HOURS

Daily 7:30 a.m.- 4:00 p.m. *(when school is in session)*

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

EMERGENCY CLOSING INFORMATION

www.emergencyclosings.com and www.depaulprep.org

REFERENCE GUIDE

SCHOOL INFORMATION

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

DEPARTMENTS	PHONE #
Admissions Office	773-423-5037
Advancement Office	773-423-5010
Assistant Principals	
Maria Hill	773-423-5113
Joseph Voss	773-423-5002
Athletics Office	773-423-5115
Business Office	773-423-5005
Dean's Office	
Melisa Lord	773-423-5039
Director of Student Services	
Anna Pavichevich	773-423-5012
Diversity, Equity & Inclusion Office	773-423-5026
Finance Office	
Lisa Pilcher (Director)	773-423-5005
Kathleen Walsh (tuition & financial aid)	773-423-5040
Counseling Offices	
Alison Lewis (School Counseling Head)	773-423-3086
Tony Minestra (College Counseling Head)	773-539-5051
Main Office	773-539-3600
Mission & Ministry	773-423-5049
Nurse's Office	773-423-5041
President	773-539-3600
Mary A. Dempsey	
Principal	773-539-3600
Dr. Megan Stanton-Anderson	
Student Activities	
Chris Petersen	773-539-5075
Student Records (transcripts or alumni records)	773-423-5016

DEPAUL PREP AGREEMENT

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

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

WHO WE ARE AT DEPAUL COLLEGE PREP

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

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

SCHOOL OVERVIEW

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

THE STORY OF ST. VINCENT DEPAUL

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

Our Patron Saint Vincent de Paul was born in 1581 to a poor family in a remote village in France. The nation was torn apart by religious and civil strife, with many of its people living in poverty. Through intellectual ability and sacrifice he was ordained to the priesthood and earned a degree in theology at the unusually young age of twenty. Throughout his life, Vincent pursued his vocation to alleviate the suffering of the poor. In order to achieve this, he saw that he needed the assistance of the rich and powerful. With their resources, he created institutions to serve the poor.

In 1626, Vincent gathered a number of priests who shared his commitment into a religious congregation, the Congregation of the Mission. In 1633, with the help of Louise de Marillac, he founded the Daughters of Charity, dedicated to work among the poor. The chapel on the campus of DePaul College Prep is named in honor of St. Louise de Marillac. Louise de Marillac died on March 15, 1660. Vincent died on September 27, 1660. Throughout his priesthood, Vincent worked tirelessly to help those on the margins of society by responding to a question posed to him by his wealthy supporter, Madame de Gondy: *What Must Be Done?* Today at DePaul College

Prep, we work daily to respond to this central Vincentian question using our intellectual gifts and our commitment to service to help others.

MISSION

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

VISION

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

THE VINCENTIAN GRADUATE AND CORE VALUES

By graduation, a DePaul Prep graduate is equipped to fully live out our DePaul College Prep Core Values of Faith, Respect, Excellence, Service and Health, and knows how to apply these values to every aspect of their young adult lives, making themselves an active participant in Saint Vincent's story. A DePaul College Prep student has become an independent learner who has developed mastery of those skills necessary for success at the college and university level and as a Vincentian graduate, has developed a habit of intellectual curiosity, and understands that the world of learning continues after high school and into adulthood. Moreover, a DePaul Prep graduate understands how to respond to Saint Vincent DePaul's question of "What must be done?" to serve in the world that lies ahead of them.

During the four years that a DePaul Prep graduate has spent in our Mission-driven Vincentian community, they will be formed by the stories of Jesus in the gospels and by extension, Catholic Social Teachings and the Vincentian Charism of "humble and grateful service to the poor."

FAITH

- A Vincentian graduate lives centered in their identity as a unique beloved creation and child of God, and honors this identity in all members of the human family.

- A Vincentian graduate has developed a healthy and intentional life of prayer and reflection, regularly placing themselves in the presence of God to benefit from the spiritual gifts offered to them.
- A Vincentian graduate values Vincentian history and internalizes the practices of Saint Vincent DePaul, Saint Louise de Marillac, and other key members of the Vincentian Family. They can answer the question “Whose history and story inspires me the most and why?”

RESPECT

- A Vincentian graduate vigorously believes in inclusivity and equity for all people of the world and works to create a just and compassionate world one person at a time.
- A Vincentian graduate is aware of how their actions and words impact others, using both to stand up for those who can not stand up for themselves. A Vincentian graduate treats others with respect, even in the face of adversity.
- A Vincentian graduate understands how to collaborate with and support others through shared experiences, compassionately journeying with them through their lives.

EXCELLENCE

- A Vincentian graduate possesses a strong work ethic and high standards of integrity, is competent and efficient, dedicated and collaborative.
- A Vincentian graduate demonstrates perseverance and grit, reflects and learns from their mistakes while continuing to focus on their growth and development.
- A Vincentian graduate seeks thoughtful, creative methods to meet challenges and maintain a clear sense of the possible with a flexible and forward thinking mindset.

SERVICE

- A Vincentian graduate models their commitment to sharing hope, working for justice and peacebuilding after the ministry of Jesus, and by extension, the Vincentian family.

- A Vincentian graduate seamlessly and with humility integrates service to others into their life, and is transformed by it. They do not shy away from the less privileged or the marginalized; rather, they go toward them engaging in the community to help ensure better lives for all.
- A Vincentian graduate approaches life with a servant's heart knowing that they have a role in serving justice whatever their chosen profession.

HEALTH

- A Vincentian graduate approaches life holistically, finding balance while attending to their physical, mental and emotional health, and building academic and cognitive strengths and skills.
- A Vincentian graduate embraces the mindset of simplicity when discerning life's material and spiritual needs, dedicating themselves to "live simply so that others may simply live."*

*Saint Elizabeth Ann Seton

NONDISCRIMINATION

DePaul College Prep complies with applicable federal and State laws prohibiting discrimination, including but not limited to the following:

- A. Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.)
- B. The individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.)
- C. The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)
- D. Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- E. Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)
- F. The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.)
- G. DePaul Prep 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.
- H. The school maintains a written description of its methods or procedures for complying with the applicable nondiscrimination requirements identified in A-G

ADMINISTRATION

Mary A. Dempsey, *President*
Dr. Megan Stanton-Anderson, *Principal*
Maria Hill, *Assistant Principal*
Joseph Voss, *Assistant Principal*
Anna Pavichevich, *Director of Student Services*
Melisa Lord, *Dean of Students*
Chris Petersen, *Director of Student Activities*
Tom Kleinschmidt, *Director of Admissions*
Geraldyn Lawler, *Director of Institutional Advancement*
Eleanor Cain, *Director of Strategy and Communications*
Pat Mahoney, *Director of Athletics*
Kendall Mallette, *Director for Diversity, Equity and Inclusion*
Lisa Pilcher-Anglada, *Director of Finance and Operations*
Flo Merkl-Deutsch, *Director of Mission and Ministry*
Theresa Allen, *Director of Technology*
Mitchell Baum, *Director of Data Systems and Scheduling*

BOARD OF DIRECTORS

Peter Argianas
Erik Barefield
Brian Barkley
Jeff Bethke
Laura Coy
Mary A. Dempsey
Tom Harte
Joe Haugh
Dr. Robert Karpinski
Tiffany Lovell
Tammy McMiller
Colleen Mueller
Daniel Pape
Brian Pavona
Rev. Christopher Robinson, C.M.
Dr. Raffaella Settini-Woods
Adam Stevenson

FINANCE AND OPERATIONS

TUITION

Tuition for the 2025-2026 school year is \$19,825. The cost of tuition does not include an annual Registration Fee of \$550. The Registration Fee is **non-refundable** and is billed in the spring of the preceding school year. A family will also incur additional costs for books, technology, iPads, uniforms, and meals.

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

As a condition of enrollment, parents, guardians, and students agree that they are subject to the rules, regulations, and disciplinary policies of DePaul College Prep. Also, each party consents to be individually responsible for the tuition and fees established by the school for each school year that the student is in attendance. The school reserves the right to suspend students not current with tuition, fees, or other financial obligations unless specific acceptable arrangements are made with the school. Failure to pay tuition, fees, or any other financial obligations owed to the school will result in the termination of enrollment.

GENERAL TUITION POLICIES

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

6. Participation in school dances, prom, and graduation ceremonies are a privilege. All account balances must be current for students to participate in these activities.

TUITION PAYMENT IN DEFAULT

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

1. Parents/guardians are notified from FACTS that a payment is past due. FACTS will automatically generate late fees and a late payment notice whenever a payment is missed or returned.
2. Parents/guardians have 30 calendar days to bring the account to its current status or to meet with the school administration to approve an adjusted payment schedule (this is not a guarantee).
3. Students with tuition balances over 60 days past due are in tuition default and are on financial hold. Grades and transcripts are not released to students on financial hold. Students on financial hold may not participate in school dances, prom, or graduation ceremonies. Accounts over 60 days past due will result in your student's parking pass being suspended until all accounts are paid in full.
4. Payment plans over 90 days past due may result in the student's enrollment termination unless specific arrangements have been made with the tuition office. The student will remain on financial hold, regardless of arrangements, until the payment plan is current.

WITHDRAWAL FROM DEPAUL COLLEGE PREP

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

Parents or Guardians who wish to withdraw a student from DePaul College Prep must contact a school administrator (Principal, Assistant Principal, Dean, or Counselor) and process the withdrawal via the school Registrar [HERE](#). "Transfer

Out” form provided by the school must be completed and signed by the parent or guardian to remove a student from student information and payment systems. Tuition obligations continue until the transfer out process is completed by the parent or guardian.

FINANCIAL ASSISTANCE

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

FINANCIAL AID

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

Returning families who submit a completed application on time have the highest priority for consideration for financial aid. For incoming 9th graders, students who complete a financial aid application on time *and* take the admissions test at DePaul College Prep are also given the highest priority for consideration. Financial aid decisions will not be made on incomplete applications or on applications submitted after the deadline

To make an equitable financial aid decision, DePaul College Prep considers the assets and liabilities of all parties who are likely to contribute to the household and expenses for the student, notwithstanding any agreements between parties, or divorce decrees. Therefore, both parents must fill out a financial aid application. Two parents, including step-parents, who are married and who live in the same household, are "co-applicants." Parents who are separated, divorced, or never married must also both fill out a financial aid application. These applications will be "linked," but parents cannot view the other's form. Spouses or partners (i.e., the step-parents) of both parents must also fill out an application as “co-applicants”.

Finally, if a third party contributes to the student's education expenses, that contribution must be noted in the financial aid application. DePaul College Prep reserves the right to revoke financial aid if the information reported in the application is false or misleading.

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

ACADEMIC SCHOLARSHIPS

Incoming students who sit for the entrance exam at DePaul College Prep and who achieve a high score are eligible for an academic scholarship. Please refer to our website for the qualifying scores and the amounts awarded. Students who earn an academic scholarship are notified in their acceptance letter. The annual renewal of academic scholarships requires the continued academic performance of a 3.0 GPA. Additionally, all student accounts must be current with no past-due balances or related late fees. Students and parents/guardians who fail to comply with these requirements will not be eligible for scholarship renewal.

TRANSCRIPTS

Official transcripts of grades will be issued for any current or former student in good financial standing with DePaul College Prep. Transcripts for alumni and other former students will be processed upon receipt of a signed request and \$5.00 fee. If tuition is not paid, transcripts will be held until the tuition account is current or paid in full.

OTHER INFORMATION

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

ACADEMIC LIFE

BELL SCHEDULE

DePaul College Prep uses a block schedule for its academic program. Block schedule periods are either 74 or 80 minutes long and alternate on Red and Blue days throughout the school year. Students attend 4 periods per day, alternating periods 1 through 4 and 5 through 8.

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher Collaboration and Planning - Monday/Friday 7:15 - 8:15 Faculty, DEI, Department Meeting and FRESH Foundations Planning - Wednesday 7:15 - 8:15				
Period 1/5 8:25-9:39	Period 1/5 7:45-9:05	Period 1/5 8:25-9:36	Period 1/5 7:45-9:05	Period 1/5 8:25-9:39
Passing Period 9:39-9:46	Passing Period 9:05-9:12	Passing Period 9:36-9:42	Passing Period 9:05-9:12	Passing Period 9:39-9:46
	Announcements 9:12-9:17		Announcements 9:12-9:17	
Period 2/6 9:46-11:00	Period 2/6 9:17-10:37	Period 2/6 9:42-10:53	Period 2/6 9:17-10:37	Period 2/6 9:46-11:00
Passing Period 11:00-11:07	Passing Period 10:37-10:44	Passing Period 10:53-11:00	Passing Period 10:37-10:44	Passing Period 11:00-11:07
FRESH Foundations 11:07-11:29	A Lunch Block: Class-11:19-12:44 Lunch-10:44-11:14	FRESH Foundations 11:00-11:35	A Lunch Block: Class-11:19-12:44 Lunch-10:44-11:14	FRESH Foundations 11:07-11:29
Passing Period 11:29-11:36	B Lunch Block: Class- 10:44-11:14 Lunch-11:19-11:49 Class-11:54-12:44	Passing Period 11:35-11:42	B Lunch Block: Class- 10:44-11:14 Lunch-11:19-11:49 Class-11:54-12:44	Passing Period 11:29-11:36
A Lunch Block Class- 12:11-1:30 Lunch-11:36-12:06	C Lunch Block: Class-10:44-12:09 Lunch 12:14-12:44	A Lunch Block Class- 12:17-1:33 Lunch- 11:42-12:12	C Lunch Block: Class-10:44-12:09 Lunch 12:14-12:44	A Lunch Block Class- 12:11-1:30 Lunch-11:36-12:06
B Lunch Block Class- 11:36-12:06 Lunch- 12:11-12:41 Class- 12:46-1:30	Passing Period 12:44-12:51	B Lunch Block Class- 11:42-12:12 Lunch- 12:17-12:47 Class- 12:52-1:33	Passing Period 12:44-12:51	B Lunch Block Class- 11:36-12:06 Lunch- 12:11-12:41 Class- 12:46-1:30
C Lunch Block: Class- 11:36-12:55 Lunch-1:00-1:30	Period 4/8 12:51-2:11	C Lunch Block Class- 11:42-12:58 Lunch- 1:03-1:33	Period 4/8 12:51-2:11	C Lunch Block: Class- 11:36-12:55 Lunch-1:00-1:30
Passing Period 1:30-1:37		Passing Period 1:33-1:40		Passing Period 1:30-1:37
Period 4/8 1:37-2:51		Period 4/8 1:40-2:51		Period 4/8 1:37-2:51

CULTURE OF ACHIEVEMENT, SUPPORT & ACCOUNTABILITY

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

LEARNING SUPPORT PROGRAM

The goal of the Learning Support Program at Depaul College Prep is to:

- Work with students with documented learning differences.
- Teach students how to use tools and strategies in order to develop successful habits of independent learners;
- Engage students in scaffolded learning opportunities that promote successful academic growth outcomes; and
- Create an environment that promotes confidence in independent learning.

Tier 3 Students receive more intensive, individualized support to improve their academic outcomes and include those who have a:

- Private neuropsychological evaluation (updated in the last three years)
- An active IEP
- An active 504 plan

This documentation will drive the Student Accommodations Plan, which will specify all accommodations offered to individual students, based on individual needs.

Accommodations offered are listed in the section titled *Student Accommodations Plans*.

In order to ensure consideration of appropriate support and services, documentation of learning needs for all Tier 3 students should be submitted by August 1st. This includes any information regarding testing or evaluations in progress after a student's acceptance date.

Student documentation of learning needs, such as a 504 plan, IEP, Private Evaluation, Neuropsychological Evaluation, or Psychoeducational Evaluation received **after August 1st** will be accepted; however, Learning Support services cannot be guaranteed.

Please refer to the full Learning Support Program Description which is available on the DePaul Prep website or [here](#).

SERVICES OFFERED BY LEARNING SUPPORT

Grade	Structured Study Hall	Curriculum Support & Consultation	Executive Functioning Support	Accommodations Support
9	✓	✓ Regular	✓ Regular	✓
10	Upon recommendation	✓ In collaboration with course content teacher	✓ Occasional	✓
11		After student consultation with course content teacher	As needed	✓
12		After student consultation with course content teacher	As needed	✓

STUDENT ACCOMMODATION PLANS

Being able to provide accommodations with fidelity is a priority for the Learning Support team. Listed below are some of the most common accommodations that DePaul College Prep is able to offer students during the school day informed by a student's documented learning needs.

TESTING ACCOMMODATIONS

- Extended time by 50 percent
- Read directions orally
- Read test orally
- Separate setting testing for students who require a reader

AVAILABLE CLASSROOM ACCOMMODATIONS

- Extended time on:
 - Classwork
 - Projects, Papers, and Long Term Assignments
- Preferential Seating
- Allow the use of a calculator
- Allow notes and assignments to be typed
- Access to ebooks and audio books

DePaul College Prep does not offer curriculum modifications. The amount or complexity of work will not be modified, limited, or reduced for students with diverse learning needs.

COLLEGE BOARD AND ACT ACCOMMODATIONS

DePaul College Prep submits requests for testing accommodations to the CollegeBoard and ACT. A signed parental consent form is required to have on-file before requests are submitted. Specific testing accommodations are based on accommodations included in a student's private evaluation report, IEP, and/or 504 Plan.

During all-school testing days, DePaul College Prep is able to provide the following accommodations for students who are approved for them: extended time by 50 percent, testing in a separate space, and the option to write responses directly in the test booklet (no scantron).

During all-school testing days, DePaul College Prep is unable to provide the following accommodations: double time, triple time, individual testing, testing across multiple days, testing in a small group, and access to either a human reader or audio recording of the exam. Students who are approved for accommodations unavailable at DePaul College Prep are able to receive them at identified testing centers.

GRADUATION REQUIREMENTS AND GRADUATION POLICY

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

CREDITS REQUIRED FOR GRADUATION FROM DEPAUL COLLEGE PREP

Credits	Academic Department
4	ENGLISH
4	THEOLOGY
3	SCIENCE
4	MATHEMATICS
3	HISTORY

2	WORLD LANGUAGE
2	PHYSICAL EDUCATION & HEALTH
1	STEAM
2	ELECTIVES
25	TOTAL CREDITS

COURSE LEVELS

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

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

GRADE DEFINITIONS

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

GRADE POINTS (GP)

- An "A" - "B" - "C" - "D" - "F" in any course is figured into the Grade Point Average (GPA).
- An "I" which signifies an incomplete credit will be replaced with a grade once the student completes the course requirement to earn credit.

- An "F" received in any subject for a semester's work requires the student to take the course over again and the grade received will be added into the GPA.
- The course may be retaken during the school year or during the summer through an approved program.
- A "W" signifies that a student withdrew from the course once the semester has started but did not complete the requirements of the course and will not earn credit for the course.
- GPAs on report cards and transcripts will not be rounded "up" or "down" at any time. Grade Point Average totals are calculated from the points earned for grade definitions.
- Individual course grades or percentages are calculated based on the department's grading system. Overall percentage scores, grading periods, and final grades are calculated and displayed in Schoology to the nearest whole number. All grades are final at the end of each semester.
- Honor Roll designation for outstanding academic performance will be listed according to the following parameters:
 - Honors With Distinction: Requires an average of 4.00 or above (weighted)
 - First Honors: Requires an average of 3.50 to 3.99 (weighted)
 - Second Honors: Requires an average of 3.00 to 3.49 (weighted)

GRADE POINT AVERAGE

Honors, Advanced Placement (AP), and International Baccalaureate (IB) courses receive additional academic weighting in the computation of the GPA. Honors classes are weighted by adding 0.5 point; AP, IB, Dual Enrollment, and Dual credit grades are weighted by adding 1.0 point. Students' final rank in their graduating class is determined by the cumulative grade point average of all semester grades earned throughout the entire four years of high school.

Grade point averages are weighted according to the degree of course difficulty. CP classes are weighted as follows: A = 4, B = 3, C = 2, and D = 1. A plus adds 0.33 points (except for the grade of A) and a minus subtracts 0.33 points (E.g. A grade of C+ earns 2.33 grade points and a grade of C- earns 1.67 grade points). DePaul College Prep does not include A+ in its grading system.

LATE WORK

Students are expected to turn in all work at the due date and time set by a teacher and communicated to students in advance. On a Block schedule, students have two nights to complete an assignment. As a result, students who do not turn in homework on time are given a zero for that assignment. Homework is due the following class period unless a later date is specified by the instructor.

ASSESSMENT RETAKE OPPORTUNITIES

Students are able to retake a summative assessment if they earn a grade below a C on a prior assessment. Retakes are allowed for a limited time period DURING a unit of study and in the two week window from the end of the unit. Students are expected to follow teacher directions for preparing for an assessment retake, which may include participation in a review session, completion of a review packet or one on one reteaching during teacher office hours.

Steps for how to arrange an Assessment retake will be found in the teachers course syllabus. A student may only take an assessment over once. The student may earn a grade no higher than a C on the re-take opportunity.

***NOTE:** For AP and Honors level courses, only one assessment retake is allowed per semester. If a student is absent on the day of an assessment, the absence must be excused in order for the student to have the opportunity to take the assessment.*

GRADE REPORTS

Report cards are issued at the end of the first and second semester. Progress reports are issued at the end of the first and third quarters. Only semester final grades are recorded on a student's transcript. Semester exams are not listed on transcripts.

SEMESTER EXAMINATIONS

Comprehensive exams are administered at the end of each semester. Students who have an excused absence from a semester examination will make arrangements in the Principal's Office to take the exam. An unexcused absence from a semester examination generates a grade of "0" for the exam.

If a student is late on an exam day, the student will be sent to the Academic Center or the Library until the period is over. The student will make up the exam at the end of the school day.

SENIOR SECOND SEMESTER EXAMINATION EXEMPTIONS

- Second semester senior students, who meet requirements may be exempted from a final exam..
- Senior students with an “A”(93%) 1st semester and an “A” (93%) average 2nd semester are eligible for an exam exemption. If the course is offered during the second semester only, the student must have an “A” (93%) in progress to be eligible.
- It is at the discretion of the teacher if an exam exemption will occur for second semester seniors.
- Any senior student who meets the above requirements and is exempted by the teacher will not be present for that particular exam (i.e. for the period the exam is given). The teacher must inform the Attendance Officer of the senior student’s exemption from the exam and mark the student with an excused absence.

SENIOR FAILURE MAKE-UP AND REMEDIATION

Any senior who fails a required course will be denied participation in the graduation ceremony and will not receive a diploma until the credit(s) is recovered.

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

A freshman/sophomore/junior who fails a required course must make up the credit for the course by August 1 before the new academic year. Students who fail a subject in summer school or are expelled from a summer course for disciplinary reasons will not be readmitted in the fall.

VALEDICTORIAN AND SALUTATORIAN POLICY

In order to be eligible for this distinction, a student must have attended and earned credit at DePaul College Prep for eight full semesters. The Valedictorian has the highest cumulative weighted GPA in the graduating class. The Salutatorian is determined to have the second highest cumulative weighted GPA in the graduating class. The cumulative weighted GPA will be pulled at the conclusion of semester

seven to determine Valedictorian and Salutatorian. If a tie exists, the cumulative unweighted GPA is used to determine which student is the Valedictorian and Salutatorian for that year. Transfer students are not eligible for this distinction as eight full semesters of credit were not earned at DePaul College Prep.

DUAL ENROLLMENT/CREDIT AT DEPAUL UNIVERSITY

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

COUNSELING DEPARTMENT

MISSION

The DePaul College Prep School Counseling Program is committed to fostering the holistic development of each student in alignment with DePaul College Prep's Vincentian Catholic framework. In partnership with families, faculty, and the broader community, we provide a comprehensive, data-driven counseling program that emphasizes academic achievement, college and career readiness, and social-emotional well-being. Guided by our core values of Faith, Respect, Excellence, Service, and Health, we strive to create an inclusive environment where all students are empowered to realize their potential and prepared to meet the challenges of the world with integrity, empathy, and purpose. By encouraging independence, resilience, and moral responsibility, we empower students to become confident self-advocates and compassionate leaders.

VISION

The DePaul College Prep School Counseling Program envisions a faith-centered, inclusive community where every student achieves academic excellence, social-emotional well-being, and purposeful post-secondary success. Guided by Vincentian values and the school's mission, we empower students to lead with compassion, think critically, and contribute to a just and caring world.

ACADEMIC ADVISING

A student's counselor monitors their academic progress throughout the year. As appropriate, students may be referred to access tutoring services including peer tutoring (NHS students), E.D.G.E classes, and/or individual or small group work with a Learning Specialist.

SOCIAL/EMOTIONAL COUNSELING

Educating and nurturing the whole student is a focus of our Counseling Department. Counselors work closely with students to support their social and emotional well-being. Counselors also work with students, both individually and in small groups, to develop self-advocacy skills and resiliency through healthy coping skills and healthy relationship building.

SUBSTANCE USE COUNSELING

The Student Services Department and Deans act as a resource for students, parents/guardians, and faculty when questions of substance use arise; additional requirements for education and support will be made available to parents. The Substance Use Policy outlines all related consequences. [The Substance Use Policy](#) outlines all related consequences.

COURSE CHANGE REQUEST/PARAMETERS FOR SCHEDULE CHANGES

Spring add/drop deadline will only be honored under the following circumstances and with administrative approval:

- Student is missing a graduation requirement;
- Student does not have a full schedule; and
- Availability of elective courses.

After the deadline, schedule change requests **WILL NOT** be honored for the following reasons:

- Requests for specific teachers;
- Requests for a specific lunch;
- Requests for a class at a specific time of day;
- Requests to move into a class that is at capacity;
- Requests to move up a level in a class midyear;
- Level changes - AP and IB contracts will be enforced.

COLLEGE ADMISSION AND COLLEGE PLANNING

COLLEGE ADMISSION REQUIREMENTS (IBHE)

The Illinois Board of Higher Education (IBHE) sets admission standards for the state's public universities. College freshmen must have completed the specific high school course-work listed below:

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

Out-of-state colleges and universities, both public and private, have varying admission course requirements. Please discuss these requirements with your child. All students should consult with their school counselor about scheduling appropriate classes.

CAREER AND COLLEGE INFORMATION

The Counseling Department and the College Counselors, continually revise and update the extensive college and career resources that are available to students. The College Counselors work primarily with junior and senior students, both individually and in groups, to explore post-secondary options, post-secondary planning, applying to college, and navigating the transition from high school to college. Underclass students seeking early post secondary support will work with their school counselor and have access to early college preparation programming.

STUDENT RECORDS

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

CONTACT INFORMATION

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

- **Change of Address/Telephone Number:** If a DePaul College Prep family moves to a new address, it is the responsibility of the parent/guardian to notify the school about the change of address, phone number, or email address.
- **Custody:** In cases where the parents are divorced or separated, the school presumes that both parents have access to the student. If a parent has been denied this privilege, it is the custodial parent's obligation to make this known in writing to the school. Communications and student information are directed to the custodial parent(s). If DePaul College Prep is not notified of a change in custodial rights, responsibility cannot be assumed by the school. Communications may be sent to the non-custodial parent with a written request from the custodial parent.

PHOTO RELEASE POLICY

As the school year begins, please note that we, DePaul College Prep, the school's academic partner, DePaul University, and other partner organizations have permission to include students' names, photographs, likenesses and/or comments in internal and external marketing and communication materials. This means DePaul College Prep may publish this information in a high school publication, website, or outside publication used to represent DePaul College Prep, such as an advertisement, brochure, news release, magazine, newspaper or newsletter. This information may be published and shown in public. Neither the student nor parent will be compensated for sharing this information or providing permission to DePaul College Prep for its use.

This photo consent form shall be valid for the entire time your student attends DePaul College Prep. If you would like to opt-out of photo release permission, please fill out [this form](#).

HEALTH AND MEDICAL RECORDS

MEDICAL RECORDS

DePaul College Prep stores all student medical information on the Magnus Health system. A link with login instructions for Magnus will be emailed to you. On an annual basis, parents/guardians are asked to review and update the information contained in their student's Magnus account. DePaul College Prep requires all students to be fully vaccinated for childhood diseases in compliance with the health examination and immunization requirement in 27-8.1 of the School Code unless there is a documented medical or religious exemption on file with the school. Medical records information must be completed and/or updated annually by October 15, per Illinois State Board of Education (ISBE). All incoming 9th graders must have a Physical Exam and Dental Exam completed within one year of enrollment. Students who do not have a completed medical record on file by the exclusion deadline will not be permitted to attend school until the completed information is submitted through the Magnus system. This includes meeting all requirements for childhood vaccinations as described by the Illinois State Board of Education. DePaul College Prep does not accept hard copies of health forms and all forms must be uploaded to your student's Magnus Health profile by the parent/guardian.

HEALTH CONDITIONS or CHRONIC ILLNESS:

If a student has a serious or chronic health condition that requires medical monitoring, the School Nurse must receive written notification of the condition and treatment from the student's physician. For students with diabetes, asthma, or seizures, the appropriate action plan must also be obtained from your physician and uploaded to Magnus.

STUDENT ACCIDENT INSURANCE CLAIM:

Students who are injured on or off campus during school hours or at school related activities, must complete an insurance claim form. The form must be obtained from the business manager and must be completed and returned within five days of the incident. Students who sustain an injury in an athletic practice or competition on or off campus and during or after school hours must obtain an insurance claim form

from the athletic trainer and must complete and return it within five days of the incident. Parents/guardians must complete the top section of the form and sign the Authorization section in the middle of the claim form. Do not complete the School/Administrator Section at the bottom of the form. The form should be returned to the Human Resource office. The school accident insurance is a secondary policy. All accidents and injuries are filed in the Incident Reporting system in PowerSchool.

ILLNESS AND MEDICATION AT SCHOOL

If a student feels ill at school, he/she should inform the teacher in the class and ask for a pass to the Nurse's Office. The Nurse will assess the situation and determine whether a phone call to the parent/guardian is warranted. If the Nurse determines that the student is ill, the parent/guardian will be notified to pick up the student. If a parent is unable to pick up a student they may designate an emergency contact or another person to pick the student up that is 18 years or older. Students under 18 years old will NOT be released to take an Uber or bus home, nor will they be allowed to walk home. If the student has driven to school and is deemed fit to drive, the student will be allowed to drive home if the parent/guardian provides both verbal and written (via email) permission. The student will remain in the Nurse's office until the parent/guardian arrives. If the Nurse determines that the student is not ill, the student will return to class.

A Student may not be in school if he/she has a fever of 100.4 degrees or higher.. A student may not return to school unless the fever has ceased for a period of at least 24 hours. Students with a chronic or serious condition which requires self medication during the day or those who choose to store extra medication in the nurse's office, must have a Prescription Medication Form completed and up to date in Magnus. Over the counter medications (OTC) are available in the nurse's office and will be dispensed to students only if the Consent to Treat and Over-the-Counter Medication Form is completed and up to date in Magnus.

**For the purposes of this document a medication is defined as any active ingredient intended to provide pharmacological activity or other direct effects on the prevention, treatment, mitigation, or cure of disease. In this policy, medication includes all manufactured, compounded, prescribed or over the counter (OTC) substances. This also includes all formats (aerosols, pills, liquids, creams, oils or ointments) and routes of delivery: oral, rectal, topical, inhaled, intranasal, injected or via pump, external or implanted.*

ALLERGIES

Students with severe allergies are encouraged to carry their own EpiPen and use it if experiencing a severe allergic reaction. A Prescription Medication Form and Allergy Action Plan must be completed by a physician and uploaded to Magnus.

UNDESIGNATED EPINEPHRINE POLICY

In the event that a student or staff member without any known food allergies experiences an allergic reaction, undesignated epinephrine is available.

 DePaul College Prep Undesignated Epinephrine Policy

NALOXONE

Per Illinois School Code (105 ILCS 5/22-30) and Public Act 99-0480, Illinois schools are able to store and administer undesignated opioid antagonist medication to students and staff experiencing a medical emergency. The undesignated opioid antagonist medication is to be given to a person who a nurse or trained personnel believe in good faith is experiencing a potentially life-threatening opioid-related overdose while in school or at school sponsored activities.

It is the policy of DePaul College Prep to provide assistance to any person(s) who may be suffering from an opioid overdose following protocol and procedures of the school. Staff members trained in accordance with the policy shall make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent drug overdose.

For those faculty and staff that are interested, the training consist this video [Opioid Education | NARCAN® \(naloxone HCl\) Nasal Spray](#). They are taught how to recognize a drug overdose, how to perform rescue breathing and resuscitation, Opioid antidote dosage and administration, the importance of calling 911, care for the drug overdose victim after administration of the drug overdose antidote; other issues as necessary.

STORAGE

Undesignated Opioid Antagonist, Narcan Nasal Spray, contains 2 doses per package and is stored in the following locations

- In the nurse's office in both the medication cabinet and the AED emergency wall case
- At the security desk (in the Commons) in the first aid kit.

ASSESSMENT

The school nurse or trained personnel will assess the student or person's symptoms and history (i.e. precautions: pre-existing cardiac disease or seizure disorder). If, in the reasonable opinion of the school nurse or designated personnel, opioid overdose is likely, the school nurse or designated personnel will obtain the undesignated opioid antagonist (Naloxone nasal spray) medication.

- In every case, emergency services will be contacted as soon as possible using available 911 or other municipal services. The student's emergency contacts will be called.
- Lay the person on their back to receive a dose of Naloxone nasal spray.
- Peel back the package to remove the device
- Hold the device with the thumb on the bottom of the plunger and two fingers on the nozzle
- Place and hold the tip of the nozzle in either nostril until fingers touch the bottom of the person's nose
- Press the plunger firmly to release the dose into the person's nose
- Repeat if there is no response after 3 minutes

INFECTIOUS DISEASES

Parents/guardians and school personnel have an obligation to report such conditions to the administration. Students with chronic infectious or communicable or sexually transmitted diseases may be permitted to attend classes only if there is no risk of transmission of the disease to others. The school reserves the right to exclude students from school if it believes it to be necessary to maintain the health and safety of students, faculty and staff. The school health office follows the Illinois Department of Public Health's exclusion criteria from school due to communicable illness. Please see the [link here](#).

MEDICAL EXEMPTION FROM P.E. CLASSES

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

FAITH AND SERVICE

DEPAUL COLLEGE PREP IN THE COMMUNITY

Rooted in the transformative social service legacies of Saint Vincent de Paul and Saint Louise de Marillac, religious formation, experiential service, and community engagement are integral parts of a DePaul College Prep education. Each student participates in, and reflects on, a variety of service projects as part of their formation toward living as a mission-driven adult. Religious formation desires to cultivate mature faith and a well-formed conscience in emerging adults. We are cognizant of the role of Catholic education in this place and time, and seek to engage our student body wherever they are on the spectrum of belief and practice.

FULFILLING YOUR SERVICE COMMITMENT

Freshmen are *required* to complete 10 hours of community service. Sophomores, Juniors, and Seniors are encouraged to participate in group service projects individually and with their athletic teams, clubs, and other student organizations. Seniors are eligible for a Vincentian Service cord and other awards upon graduation. Please see [this document](#) for a complete outline of students' community service commitment.

LITURGIES & PRAYER LIFE

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

RETREATS

Freshmen and Sophomores are required to attend their grade level's annual retreats. Retreat days are considered regular school days. The school policy on attendance also applies to retreats. Juniors are strongly encouraged to attend a three-day Kairos Retreat. During their Senior year, students must either attend or lead a Kairos retreat, or attend their choice of a single-day Senior Vincentian Capstone Retreat.

PASTORAL CARE FOR FAMILIES IN NEED

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

STUDENT ACTIVITIES

CO-CURRICULAR ACTIVITIES

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

CURRENT CO-CURRICULAR OFFERINGS: CLUBS, AFFINITY & ALLIANCE GROUPS, ACADEMIC TEAMS, AND HONOR SOCIETIES

Visit [this link](#) on the DePaul Prep website for the list of co-curriculars for the current year.

EXPERIENTIAL LEARNING TRIPS

At DePaul College Prep, we know our students learn in many different ways. Experiential learning opportunities present students with experiences outside of the classroom in which they can develop skills for lifelong learning and learn to adapt to complex and novel situations. Trips are designed to stimulate student interest, inquiry, and provide opportunities for sound growth and development. Visit the [DePaul Prep Experiential Learning page](#) for the current list of Experiential Learning Trips for the upcoming school year and summer break.

SUBSTANCE USE POLICY

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

ATTENDANCE GUIDELINES

Students involved in co-curriculars cannot practice, participate, or compete in those activities unless present for at least half of the school day, on the day of that activity. Students suspended from school may not participate, practice, or compete during the suspension.

HONOR SOCIETIES

The following DePaul College Prep Honor Societies are available for student application:

- French Honor Society
- National Chinese Honor Society
- National Honor Society
- Rho Kappa National Social Studies Honor Society
- Spanish Honor Society
- National Art Honor Society
- Science National Honor Society
- Mu Alpha Theta (Math Honor Society)

Nomination and acceptance into a DePaul College Prep society is an honor and privilege, as well as a responsibility. Students selected for membership are expected

to continue to demonstrate the qualities of scholarship, service, leadership and character while holding membership within the honor society.

Membership in DePaul College Prep honor societies is open to qualified juniors and seniors. Students and families will be notified via Schoology and email once the application window is open for all honor society applications. Members of an honor society are elected after reviewing a student's application and determining if the student has met the requirements for membership. A student's application alone does not guarantee admission to the chapter. Students must continue to meet standards, complete service hours, and participate in various activities throughout the school year to be eligible for induction. Students accepted into an honor society will be inducted during a spring ceremony. For more information on DePaul College Prep honor societies on the [school website](#).

SCHOOL DANCES

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

PURCHASING TICKETS

DePaul College Prep has partnered with an online ticketing platform called GoFan. Tickets to dances may only be purchased online through the site. Once tickets are purchased, students will be issued a mobile ticket with a QR code which is required for entrance at the dance. Students should not activate their ticket until they arrive at the dance. Please visit [GoFan.co](https://www.gofan.co) to sign up or log in to your account.

DANCE CONDUCT & EXPECTATIONS

DePaul College Prep is a Catholic institution with strong core values. DePaul Prep views school dances as a privilege, therefore students are expected to adhere to the FRESH Core Values at school and at dances. The Deans' Office reserves the right to refuse the purchase of a dance ticket or entrance at the dance to any DePaul College Prep students. By purchasing a dance ticket, students agree to adhere to all dance

rules and regulations outlined in [this document](#). Dance rules and regulations are subject to change.

GUESTS

All outside guests, a member of their school administration, and their parent/guardian must sign a physical permission form to be approved for entry at the dance. Guest permission forms must be turned in to the Deans' Office or Student Activities Office by the deadline indicated on the form. The Deans' Office reserves the right to refuse the purchase of a dance ticket or entrance at the dance to any outside guests. Sophomores, juniors, and seniors are permitted to bring outside guests to dances. Freshmen may not bring any outside guests to Homecoming, but are permitted to bring guests to Winter Formal.

ATHLETICS

TEAM SPORTS

DePaul College Prep encourages all students to participate in school-sponsored co-curricular activities because they play an important role in the development of the whole person, time management, interpersonal skills, health and wellness. Participation in DePaul College Prep athletics is a privilege and not a right. DePaul College Prep expects the behavior of all athletes, in school, on the field, and on the sidelines, to be examples of Faith, Respect, Excellence, Service and Health. Student athletes who do not meet these expectations may lose their privileges to participate as a DePaul College Prep student athlete.

DePaul College Prep fields the following teams for competitive play:

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

- Field Hockey (girls)
- Flag Football (girls)
- Swimming

ATHLETICS' WEBSITE

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

SUBSTANCE USE POLICY

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

INTERSCHOLASTIC AFFILIATIONS

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

ATTENDANCE GUIDELINES

Athletes cannot practice nor compete as a part of an athletic team if they are not in school for at least half of the day on the day that the practice or competition is being held - exceptions may be made for family emergencies, funerals, or other situations deemed appropriate by the school. Student athletes suspended from school may not participate, practice, or compete during that suspension.

VACATIONS

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

STUDENT MANAGERS

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

ACADEMIC ELIGIBILITY POLICY

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

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

OFFICE OF THE DEANS

BEHAVIOR EXPECTATIONS

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

A DePaul College Prep student:

- **Faith:** Finds inspiration in spirituality; possesses *faith* to uphold high moral standards both in person and online--refraining from libelous, slanderous remarks, hateful, discriminatory, derogatory and obscenities in verbal and/or written communications.
- **Respect:** Learns, adheres to and *respects* the rules, regulations, and authority established by school administration, faculty and staff; raises awareness of intolerant, harassing, or bullying behaviors and assists fellow Rams by reporting such behaviors.

- **Excellence:** Strives for *excellence* by initiating and staying involved with a task until completion; engages in responsible decision-making around learning and social interaction; takes responsibility for their own actions and accepts consequences of their actions; promotes teamwork and collaboration.
- **Service:** Inspires peers and adults in *service* to others; embraces an attitude of love and empathy for others; adheres to the highest level of respect and dignity reflecting positively on oneself and DePaul College Prep, on or off-campus and online; challenges situations of injustice.
- **Health:** Seeks balance and self-improvement for the benefit of their *health* and well-being; develops self-management, self-advocacy, and social skills necessary to achieve academic success in high school and higher education; commits to regular and frequent communication regarding progress and needs.

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

CODE OF CONDUCT

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

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

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

SUBSTANCE USE POLICY

Please read the policy and discuss with your student to ensure that they and you understand the ramifications of violations of the [Substance Use Policy](#).

HARASSMENT AND BULLYING - OVERVIEW

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

HARASSMENT

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

BULLYING

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

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to

control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

HARASSMENT/BULLYING CONDUCT CAN INCLUDE THE FOLLOWING:

- **Academic** which includes but is not limited to, preventing working on or studying for tests, pressuring for “good” grades, belittling academic focus/choice, or making fun of studying too much.
- **Emotional** which includes, but is not limited to, intimidating, rejecting, retaliating for asserting or alleging an act of bullying, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, ethnicity, perceived sexual orientation, gender identity, ancestry, age, religion, physical or mental ability, status of being homeless, manipulation of friendships, isolating, ostracizing, and peer pressure.
- **Physical** which includes, but is not limited to, punching, poking, slapping, burning, stalking, destroying property, strangling, hair pulling, beating, biting, spitting, “pinning” down, throwing objects, excessive tickling, theft, and using weapons.
- **Verbal** which includes, but is not limited to, name-calling, insulting, teasing, taunting, gossip, telling hurtful “jokes” and threats whether in person, through any form of electronic communication or social media, the internet or written communication.
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person, through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, sexual gestures, sexting, showing or taking pornographic images/videos, sexual harassment and abuse involving actual physical contact or sexual assault.

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

CYBERBULLYING

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

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

During any DePaul College Prep sponsored education program or activity, while on and off campus, on school buses or school vehicles, at school bus stops waiting for the school bus, or DePaul College Prep sponsored or school-sanctioned events or activities.

Through the transmission of information from a computer, a school computer network, or other similar electronic school equipment that is accessed at a nonschool-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the cyberbullying causes a substantial disruption to the educational process or orderly operation of DePaul College Prep.

HOW TO REPORT HARASSMENT/BULLYING

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a Dean, counselor, teacher, staff person, or principal. The complainant may also report the incident online [Harassment/Bullying/Safety Reporting-ONLINE](#), call the hotline (773) 423-5185, or obtain a Safety Reporting

Form (A) from the Dean of Students' Office which should be completed within one day of the incident and returned to the Dean of Students. The complainant should keep a copy of the report.

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

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

Melisa Lord, Dean of Students: 773-423-5039

Report Safety/Harassment/Bullying Online:

[Safety Reporting Form](#)

Anonymous Hotline: 773-423-5185

[Sexual Abuse Response and Prevention Resource Guide](#)

RESPONSE AND CONSEQUENCES TO HARASSMENT/BULLYING

INTERVENTION

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

INVESTIGATION

- The complaint will be investigated promptly. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the Chicago Police Department and the parents/guardians will be notified.
- All students, parents/guardians, teachers or other witnesses should report incidents of alleged harassment/bullying or retaliation to any staff member in a timely manner. Staff members who are informed of alleged harassment/bullying, retaliation or who witness the same situation must report the incident to the Dean of Students as soon as possible. The staff member will document the information they have by the close of the school day or by the following school morning if the incident happened in an after-school activity.
- Any DePaul College Prep Dean of Students who receives a report of alleged, unresolved, severe, or persistent harassment, intimidation, or bullying will make all reasonable efforts to complete an investigation of the alleged incident as soon as practicable, but no later than ten (10) school days from the initial complaint, including meetings with the involved students and witnesses. Students and school employees who are subjects of threats of violence or

harm will be notified of the threats immediately. Parents/Guardians are included in notifications when students are subjects of threats of violence or harm.

DETERMINATION

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

RESPONSE

Disciplinary or restorative measures for bullying/harassment and/or violation of the DePaul Code of Conduct may be taken including but not limited to, a Behavior Modification Contract, suspension, involvement with the Chicago Police Department, or expulsion.

COMMUNITY COMMUNICATION GUIDELINES

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

ACADEMIC INTEGRITY POLICY

All DePaul College Prep students are required to submit work that is entirely a result of their own effort and to pursue academic achievement with integrity.

Violations of the Academic Integrity Policy directly contradict our core values and are not tolerated at DePaul College Prep. Examples of these violations include cheating, plagiarism, and obtaining and providing an unfair advantage. All instances of academic integrity at DePaul College Prep are tracked by teachers and will be reported to the Dean's Office for assessment and consequences. Depending on the severity of the offenses, consequences may include expulsion.

With regard to use of Artificial Intelligence (AI), student use of generative (any tool that creates new content) AI in any way for completing assignments will adhere to the following policy:

AI USE POLICY

The goal of all teaching at DePaul College Prep is to support our students in their continued academic, emotional and social development. In order to help students authentically grow, it is critical that the work they complete for their coursework is their own, unassisted by AI or other resources, so that teachers and students can identify areas of strength and areas in need of additional instruction and support. When a student chooses to use AI to complete their assignments, or any part of their assignments, this process is interrupted and makes it more difficult for a teacher to support a student appropriately.

As AI sources and resources continue to evolve, DePaul Prep will adopt the following coding system to address when and how AI can be used for school assignments. ***As a default, all course activities will be considered 'RED' until a course has developed assignments or assessments that integrate the use of AI and until students have received fully developed instruction on this process, including the various ways of citing the use of AI.***

ASSIGNING CODING SYSTEM:

RED LIGHT	No AI use is permitted in the course at any time.
YELLOW LIGHT	AI use is permitted only with explicit written permission on that assignment in the manner consistent with instructor directions. All AI work used must be cited and students must provide an AI Use Disclosure statement. The Student <i>is responsible</i> for any errors made by AI software.
GREEN LIGHT	AI can be used throughout the assignment/course . All AI work used must be cited and students must provide an AI Use Disclosure statement. The Student <i>is responsible</i> for any errors made by AI software.

When allowed, the use of AI must be appropriately cited, and the responsibility lies with the students to provide evidence regarding their use or non-use of generative AI. Instruction on how to cite AI will be provided this year, mainly in the second half of the year.

As our faculty continues their skills at the use of AI in their instructional design, a course may determine that it is ready to move to a YELLOW status or even a GREEN status. The teacher will provide explicit written instructions about what an assignment or assessment that integrates AI will look and sound like.

All violations of our AI Policy, in combination with our Academic Integrity Policy, will be forwarded to our Dean's Office for further investigation and assignment of consequences. Parents will be informed of this via phone and email communication. A face to face meeting will be scheduled if the Deans deem this appropriate.

VIOLATIONS

CHEATING

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

- Giving the appearance of cheating which means having a cell phone or notebook visible during a digital or non-digital assessment.
- Using notes, answers, calculators, electronic messages/images, online language translators, or other aids such as *cheat sheets* or *crib sheets* without the teacher's explicit permission.
- Copying from someone else's work; students are responsible for keeping their eyes on their own papers or screens only.
- Communication of any type (verbal, electronic or otherwise) between students during a quiz, test or other assessment is strictly prohibited.
- Copying or allowing another student to copy from homework or other assignments such as a take-home exam or quiz, project, report, presentation, etc.
- Dual submission of a paper or assignment to two or more different teachers without their prior expressed knowledge and consent.
- Changing answers on a test, assessment, project, etc. after grading.
- Forging a parent/guardian's signature on an assessment.
- Stealing copies of tests or answer keys.
- Changing grades in a grade book or altering a computer grading program.

- Use of an AI tool to generate responses on an assessment, assignment or project.
- During a digital assessment any action that results in an unfair advantage or that could lead to the sharing of test materials. Examples include but are not limited to:
 - Split Screen or swiping up
 - Taking a screenshot
 - Pressing the home button
 - Attempting to access the test or quiz when not in the classroom or accessing it without the teacher's permission

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

PLAGARISM

Examples include but are not limited to:

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

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

OBTAINING or PROVIDING AN UNFAIR ADVANTAGE

Examples include but are not limited to:

- Working with others on assignments when the teacher has prohibited collaboration.
- Providing other students with information regarding a test, quiz, or other assessment.
- Accepting information about a test, quiz, or other assessment. Note: Giving or copying answers during an examination are examples of cheating; see above.
- Submitting work that is not authentically your own. (work that was drafted, revised, or altered or modified by the use of AI-Artificial Intelligence.)

If there is a doubt over whether a student's work is original, a teacher may require that written assignments are submitted through **turnitin.com** to provide proof of originality.

EXCESSIVE SHOW OF AFFECTION

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

FIGHTING/INTIMIDATION

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

FOOD AND DRINKS

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

GAMBLING

Students are not permitted to gamble by playing cards, participating in pools, online gambling, or gambling in any other way while at school or at any DePaul College Prep sponsored function. This will result in immediate disciplinary action.

GANGS/TAGGING

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

HATE SPEECH

It is DePaul College Prep's commitment to prepare our students to live, work and serve others in our diverse society and world. "Hate speech" refers to offensive discourse targeting a group or an individual based on inherent characteristics (race, ethnicity, religion, gender, sexuality, socio-economic status, or (dis)ability) and that may threaten social peace. To provide a specific and unified framework for DePaul Prep to address the issue, hate speech is...*"any kind of communication in speech, writing or behavior, that **attacks** or uses **pejorative** or **discriminatory** language with reference to a person or a group on the basis of **who they are**, in other words, based on their religion, ethnicity, nationality, race, color, descent, gender, or other identity factor."**

WHAT DEPAUL COLLEGE PREP WILL NOT TOLERATE

Using derogatory language or behavior that attacks or demeans others on the basis of race, ethnicity, religion, gender, sexuality, socio-economic status, or (dis)ability is unacceptable, even when quoting or in "friendly or joking" contexts. Such language and behavior have no place at DePaul College Prep and will result in disciplinary consequences that may include suspension or expulsion.

When an instance where a form of hate speech is used by one of our students and reported to DePaul Prep verbally or in writing, it will be investigated. Use of hate speech that occurs either on campus or off campus, whether during school hours, non-school hours, on social media or on video, is still a violation of our Code of Conduct and will be addressed by the DePaul Prep Administrative team.

**based upon the United Nations Hate Speech Definition*

SOCIAL MEDIA/WEBSITES/HOME INTERNET USE

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

DePaul College Prep reserves the right to enforce disciplinary consequences if it is brought to the attention of the school that a student's comments or pictures are inappropriate, are in violation of the code of conduct listed in the Parent/Student Handbook, or represent DePaul College Prep in a way that reflects poorly on its mission or reputation or threatens the safety or security of DePaul College Prep, its faculty or students. Serious misuse of social media may lead to suspension or expulsion.

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

THEFT/LOSS OF PROPERTY

Stealing is not tolerated at DePaul College Prep. If a student is caught stealing or is in unauthorized possession of school property or another student's belongings, he or she may be suspended and/or face serious disciplinary consequences, including expulsion. This includes using another student's I.D. to purchase food/beverages without the student's permission. While DePaul College Prep is a safe and secure place, students need to be responsible for their belongings and should never bring valuables, large sums of money, or expensive items on campus. Students should not

leave backpacks or other personal items unattended. DePaul College Prep is not responsible for lost or stolen items, particularly items kept in lockers when students fail to keep the locker locked. Student lockers should remain locked at all times.

TRESPASSING

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

VANDALISM

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

WEAPONS

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

TYPES OF DISCIPLINARY ACTION

OFFENSE TIERS AND DISCIPLINE CONSEQUENCES

<u>TIER 1</u>	<u>TIER 2</u>	<u>TIER 3</u>
<u>Offenses</u>	<u>Offenses</u>	<u>Offenses</u>
- Dress Code - ID/Lanyard - Earbuds outside of study hall or dining halls - Inappropriate	- Microaggression - Bullying - Cyber Bullying - Cell Phone on person - Smartwatch on	- Dealing drugs - Assaults - Distribution of sexual materials - Fighting - Bringing weapons

technology use - Use of VPN - Use of Faculty WiFi - Academic Integrity (1st Formative) - Minor class disruption - Unaccounted for during class - Caught w/o a hall pass or wrong hallway - Jamf not installed - FRESH Values violation - Using unassigned locks, sharing lockers - Profanity - Disrespectful during mass - Disrespect to peers or adults - Leaving Dining hall/common areas messy	person - META Glasses - Major class disruption - Gambling - Academic Integrity (1st Summative / 2nd Formative or Summative) - Removing Jamf from Ipad - Defacement of school property (Vandalism) - Personal use or possession of vaping products/drugs - Misbehavior in Dining Hall (ie. Throwing food, throwing away plates/utensils, stealing food, but not limited to).	to school - Hate Speech - Racial/Sexual Slurs - Academic Integrity (3rd Violation Summative or Formative) - Falsifying an emergency report
<u>Consequences</u>	<u>Consequences</u>	<u>Consequences</u>
After 3 Tier 1 warnings, parents will receive an email from the Dean's office.	Immediate Saturday Detention paired with a phone call home	Expulsion, meeting with leadership

At 5th warning = phone call home and Saturday Detention.		
Keep in mind Saturday detentions last from 8:30am-12pm.	Keep in mind Saturday detentions last from 8:30am-12pm.	*School administration reserves the right to determine the severity of offenses not explicitly listed in the offense tiers.
**If a student accumulates enough Tier 1/Tier 2 offenses to merit a 3rd Saturday detention, the student will be put on a discipline contract that will run through the first semester of the next school year. Any Saturday detention in that time frame will be considered a violation of the contract and will result in exit from school. Tardy to Saturday detention: Students tardy to Saturday detention are not admitted and now must serve the next month. Students are also given 2 warnings toward their 5 allowable warnings. Absence from Saturday Detention: • <i>Excused absences</i> are eligible for a non-penalty makeup date and must include a documented medical emergency or death in the family (in extreme cases and if communicated, exceptions might be made for weather). Participation in an IHSA sponsored post season event will be considered excused. • <i>Unexcused absences</i> include family vacation, school or non-school sponsored athletic events, issues with traffic. The penalty for unexcused absences is 2 Tier warnings. • No exceptions are made for athletic practices or competitions. Coaches are expected to hold players accountable for this policy. • Excuses can be made for SAT/ACT or official college visits with documentation ahead of time. The detention will need to be made up the next scheduled Saturday.		

LOGISTICS OF SATURDAY DETENTION

- **Start Time:** Students are expected to check in between 8:30 and 8:50 am.
 - Entrance will not be permitted after 9am.
 - Students are expected to be in their seats at 9 am, having already taken care of their biological needs.
- **No electronic devices** such as cell phones, iPads, headphones, and /or smartwatches are permitted. The instructor will confiscate electronics at the beginning of the session. If a student is caught with any sort of electronic devices during the session it will be confiscated and a warning or detention will be added to their next detention cycle.
- **Students are free to use previously printed materials to work on for class, bring a hard copy book, and/or browse the materials provided by the instructor. Detention should be considered a three hour silent study hall**
- **Sleeping will not be tolerated** and will result in a warning toward their next detention cycle.
- **Students are expected to be in school uniform** or a warning will be added to their next detention cycle.
- **Outside food/beverages are not permitted.** Students can have 1 water bottle for hydration.
- **Bathroom Breaks:** 10 minute bathroom breaks will be given at the 10 and 11 hours.

CONSEQUENCE FOR DETENTIONS NOT SERVED BY END OF SEMESTER

- Any outstanding Saturday detention, that is a Saturday that goes unserved by the end of the semester, will result in the student not being able to take final exams, and their grades will reflect a zero on the final for every class.
- No final exam makeup will be available for students who have not completed their Saturday obligations.
- Students who have outstanding Saturday detention may also not be eligible for school dances, student government, or athletic competitions.

FINES

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

SEARCHES

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

QUESTIONING STUDENTS/INVESTIGATIONS

Legal Notification Pursuant to the Illinois Right to Privacy in the School Setting Act, DePaul College Prep communicates the following notices: (1) the school may 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 networking website; (2) the school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy, and (3) in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination as part of the investigation.

The Deans Office or any other members of the Administration, may interview students during the school day to question them: 1) regarding their involvement in or knowledge of violations of the policies in this handbook; or 2) because of a reasonable degree of suspicion that a violation has been committed. Investigations are often time sensitive. Our goal is to contain instances as much as possible to

prevent these from escalating or endangering other students. Deans will notify parents/guardians the same day if a student has been interviewed during the course of an investigation.

SOCIAL MEDIA

Social Media communications by students, whether or not expressly related to DePaul College Prep or its students or employees, may be grounds for investigation or discipline. While DePaul College Prep does not attempt to affirmatively monitor students' Social Media activity, if the school is made aware of communications or content that violates school standards or school policy, DePaul College Prep may find it necessary to investigate and take action.

As with other matters of potential student discipline, cooperation by students and their parents/guardians is required. DePaul College Preps' expectations of student conduct, as it is communicated in the Parent-Student Handbook, will guide its determinations regarding the severity of the offense and the need for discipline. DePaul College Prep also requests that if a parent has a concern about another student's Social Media activity, the parent should consider whether the matter could (and should) be addressed, at least in the first instance, with the parents of that other student. For example, DePaul College Prep sometimes receives complaints about Social Media activity when the activity does not implicate any DePaul College Prep conduct requirement for its students or even when the intent or meaning of the communication is unclear. In such instances, it may be better for a parent-to-parent communication to occur, in which clarification or resolution can be pursued, rather than immediately escalating the matter to school authorities. If activity on Social Media intersects with or permeates our instructional program and becomes a distraction to the learning process and becomes harmful to students or a distraction to the learning process, we are then obligated to investigate.

ATTENDANCE

Regular attendance at school is essential for the success of each student's success in school and our goal is for students to attend school every day. Our attendance policy is designed to be supportive of every students growth and development and assumes the following:

- Both parents/guardians and school want students to be in school every day and will support students in being in school consistently
- Parents/guardians and school will work in partnership to ensure student's success in school

One of our Core Values is Health. This means that we will partner with parents/guardians regarding a student's physical and mental health. We will exercise compassion when or if a student's physical or mental health prohibits them from attending a day of school, demonstrating that we care deeply about each student's success.

ATTENDANCE POLICY

Students are expected to attend school daily. Daily attendance hours are as follows:

- Monday/Wednesday/Friday - 8:25 a.m. - 2:51 p.m.
- Tuesday/Thursday - 7:45 a.m.- 2:11 p.m.

Students are expected to be seated in their first period class no later than the start time listed above to be considered on time. **To achieve that, it is recommended that students arrive at least 15 minutes early to visit their locker.** Your child's time in class is important for their learning.

REPORTING AN ABSENCE

Unless an absence is pre-planned (college-visit, bereavement, school-based absence), all absences must be reported to school **via Attendance Monitor on Powerschool on the day of the absence by 9:00 a.m.** so that all students are accounted for. If a student is not present in school, and a parent or guardian has not phoned the school to communicate an absence, the school will phone the parent or guardian to inform them of the absence.

Report an Absence or Early Dismissal

To report a student absence or early dismissal, a parent or guardian must report the absence in the **Attendance Monitor on Powerschool on the day of the absence by 9:00 a.m.** Please provide the student's full name, the date of absence, the reason for absence, and a phone number where the parent/guardian can be reached.

ABSENCES ALLOTTED

Students are given a bank of 8 absences for the school year (and per period class) and 4 absences for a semester class. These absences include any time a student is absent from school with the exception of being absent due to a school retreat, a school field trip, or 3 documented college visits for 11th and 12th grade only. Absences are not qualified as excused or unexcused.

CONSEQUENCES FOR EXCESSIVE ABSENCES

A class period absence is recorded when a student is absent for more than 20 minutes in a block period. Absences to specific class periods will be monitored to ensure consistent student attendance. We will respond to absences in the following manner:

- **4th Absence** - an email from the Dean's Office will be sent to the student, parent, and counselor.
- **6th Absence** - a meeting will occur with parent/guardian, dean, counselor, and student and the student may be placed on an attendance contract
- **8th Absence** - The Attendance Review Team will review the student absence data and consult with the classroom teachers of affected classes; students will be given a grade reduction of 2 percentage points from a student's current grade (percentage) at the date of the 9th absence.
- For each additional absence, 2 additional percentage points will be deducted from the students current grade.

Absences due to documented extended physical or mental health issues will be considered on a case by case basis. In most cases, our Extended Absence policy will be applied to address a prolonged period of absence from school for medical or mental health reasons. Arrival at 10:45 or later will be recorded as an absence.

Students who have a demonstrated record of involvement in an activity or sport that may require time away from campus should carefully review the [Addendum to](#)

[DePaul College Prep Attendance Policy](#) to understand whether or not they qualify for special consideration when it comes to absences due to their sport or activity. These absences will count toward the 8 allowable absences.

MAKE UP WORK & ASSESSMENTS DUE TO ABSENCE

All assignments and assessments may be completed for credit if completed within the following guidelines:

- **Homework and classwork** must be completed and submitted within the first two classes of a return to school.
 - **Example:** A student was absent Monday ; all homework and classwork is due on Friday (2nd class after return to school).
 - Due dates for extended absences will be addressed via the Extended Absence policy.
- **Assessments**
 - For school-based retreats, field trips and college visits, assessments must be taken BEFORE the absence, either scheduled to be taken with the teacher or in the before/after school testing center.
 - For absences for any other reason, assessments must be taken within two classes of a return to school.
 - **Example:** A student was absent Monday; all missed assessments must be taken by Friday (2nd class after return to school).

STUDENT MENTAL HEALTH DAYS

DePaul Prep considers the mental health of our students to be as important as their physical health. As such, mental health days will be acknowledged as per the State of Illinois mandate ([PA 102-0321, 105 ILCS 5/26-1 Student Mental Health Days](#)) *Please note that mental health days are counted as a part of the 8 allowable absences.*

Regarding accumulated absences due to mental health reasons, DePaul Prep will respond in the following ways:

- At the **2nd** Mental Health (MH) day taken, an email will be sent to parents/guardians detailing the process to be followed for students who take more than three MH days. The student will meet with their Counselor or our Social Worker.

- At the **3rd** Mental Health day, a second email will be sent to parents/guardians with the Counselor, Director of Student Services, and Social Worker in copy reiterating our process. Parents will be required to fill out a “referral form.” The student will continue to meet with their Counselor or our Social Worker.
- At **4th** Mental Health day, the student and parents/guardians will be required to have an in-person meeting with the Counselor, Social Worker and/or Director of Student Services to discuss emotional, mental health concerns. Resources will be provided at this time. The student will continue to meet with their Counselor or our Social Worker.
- At **5th** Mental Health day, parents will be required to provide documentation of efforts to secure appropriate emotional/mental health services outside of school and ROI (Request for Information) will be sent to the outside clinician so that school may work in collaboration with the clinician in support of the student. A conference will be held and an Collaborative Accountability Agreement (School will do/Student will do/Parents/guardians will do) will be signed. The student will continue to meet with their Counselor or our Social Worker.
- The student’s Counselor and/or the DePaul Prep Social Worker will meet weekly with the student to monitor their well-being after the 5th mental health day absence.

MID-DAY DISMISSAL FROM SCHOOL FOR ILLNESS

- If a student feels ill at school, he/she should inform the teacher and ask for a pass to the Nurse’s Office. The Nurse will assess the situation and determine whether a phone call to the parent/guardian is warranted. If the nurse determines that the student is ill, the parent/guardian will be notified to pick up the student.
- If a parent is unable to pick up a student, they may designate an emergency contact or another person, 18 years or older, to pick the student up. Students under 18 years old will NOT be released to take either an Uber/Lyft or a bus home, nor will they be allowed to walk home. If the student has driven to school and is deemed by the nurse to be fit to drive, the student will be allowed to drive home if both verbal and written permission is given by parent/guardian.

- The student will remain in the Nurse's Office until the parent/guardian arrives. If the Nurse determines that the student is not ill, the student will return to class. The student should not call a parent/guardian to be picked up until he or she has been assessed by the Nurse and the Nurse has determined that the student should be dismissed.

LATE ARRIVAL TO SCHOOL

On time arrival to school is of critical importance to maintaining a successful academic status. DePaul College Prep students are expected to be in their assigned classroom, in dress code, and prepared to learn when the bell rings. This applies to the first class of the day and all subsequent periods throughout the day. A tardy is defined as not being in the student's assigned classroom by the 8:25 or 7:45 a.m. bell.

The majority of students at DePaul College Prep strive to arrive at school early. We recognize that from time to time, unforeseen circumstances may arise and a student may be tardy. To address this and not penalize students for an occasional tardy, students will adhere to the following warning system. See below for this progression:

LATE ARRIVALS	ACTION TAKEN
Tardies # 1, 2, 3,	Each Tardy is logged in Powerschool:: • Start of the Day - Tardy is logged by the Attendance Office as late arrival unexcused (LAUX) • Periods 2-4 and 6-8 - Tardy is logged by class period teacher as unexcused tardy (UT)
Tardy #4	Contact to parents/guardians by Dean
Tardy #5	Saturday Detention
Tardy #6	Meeting with Student, Parent/Guardian, Dean and Counselor
10th Tardy	Attendance Contract with weekly check-ins with a Dean +Additional Saturday Detention. Additionally, if the student is tardy

	to the same period for the majority of one class, a grade reduction may be enacted.
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A student may accumulate additional tardy warnings which may lead to an additional Saturday detention.

EARLY DISMISSAL

A note must accompany a request for an early dismissal from the parent or guardian with the full name of the student, date and time of the dismissal, and reason for the request. This note must be turned to the attendance office before the start of the school day on the requested date. Please refer to the bell schedule before requesting an early release. A parent or guardian is required to come to the front reception desk to pick up students. A government issued ID is required to enter the building. Please allow at least 24 hour notice for an early dismissal, unless it is an emergency.

NOTE: Early dismissals from a class or a liturgy/assembly will count toward the 8 allowable absences from any class period for the school year.

MEDICAL APPOINTMENTS/PHYSICIAN'S NOTES + COLLEGE VISIT DOCUMENTATION

Medical and dental appointments should be scheduled outside normal school hours. If a student is absent for **3 or more days**, a physician's note should be submitted to the Attendance Office upon return to school and will be filed and reviewed by the Nurse, Counseling Department, or Dean of Students in cases where excessive absenteeism may warrant a close review. College visits must be documented by an official communication from a school with the students name in it (i.e. Tour reservation or confirmation).

PARTICIPATION IN SPORTS/ACTIVITIES

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

TRUANCY

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

VACATIONS

Vacations are not to be planned during scheduled school time or exam days. The academic curriculum at DePaul College Prep is reliant on a student's consistent attendance in the classroom. Any time missed places an added burden on the student and teacher.

EXTENDED ABSENCE POLICY

From time to time, a student may require an extended absence from school due to life circumstances most often related to their mental or physical health. The purpose of this policy is to provide guidelines to teachers and counselors regarding how school work will be managed, including what a student may be held accountable for during their absence period. It is always challenging, most importantly for the student who is already experiencing a major life event, to manage an extended absence. This policy also recognizes the challenges of managing the progression of student learning for teachers and counselors. The Extended Absence Policy is designed to provide guidelines to support the complexities of these situations and ensure that the total well-being of the student remains at the center of our collective efforts.

In order for the Extended Absence Policy to be implemented, appropriate documentation requested by the school about the approved medical/mental health response must be submitted. This varies from student to student; the school counselor will communicate with parents/guardians the specific documentation required at the appropriate time.

CONSIDERATIONS FOR ESSENTIAL vs. NONESSENTIAL ASSIGNMENTS

When a student is absent for a long period of time (2 weeks plus), teachers will be asked to consider how to focus the school work a student is responsible for during their absence period. More information will be provided at the appropriate time by the student's counselor and teachers.

DRESS CODE

The DePaul College Prep dress code is a major component to prepare students for the professional world while instilling self-respect, neatness and pride in our school identity. With the support of parents/guardians and faculty, these guidelines help to engender a positive academic climate of mature behavior. Any student who cannot comply with the dress code due to injury or illness must receive written permission from the Dean of Students to attend school out of uniform. All uniform clothing should be purchased from the Tommy Hilfiger Website.

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

The expectation is that students will arrive at school dressed per the dress code and stay in dress code until the end of the school day, unless you are changing for a school sponsored activity. Decisions on dress code matters are at the sole discretion of the Deans of Students. Students who violate this policy may be refused admission to class or asked to call home for the uniform item to be delivered to school.

ACCEPTABLE SCHOOL ATTIRE

FEMALES

- Clean white button-down dress shirt, long or short sleeves with school logo, fully buttoned.
- OR-
- White, lake blue, or navy blue DePaul College Prep polo shirt including dri-fit.
- Blazer is optional (see Tommy Hilfiger's website)

- Khaki/navy blue four pocket (two front and two rear) docker style pants (chinos) purchased from the DePaul College Prep section of the Tommy Hilfiger website.
- Uniform khaki/navy blue shorts from Tommy Hilfiger are acceptable attire in warm weather or August - September and April - May.
- Yoga-wear, form fitting pants, jeggings, leggings, and sweatpants are **not allowed**; no elastic or tight-fitting cuffs on the ankle.
- Hair must be neat, clean, and professional.
 - Hair color must be a natural color only (blonde, brunette, black, auburn)
- Excessive jewelry is not allowed to be worn in the building during school hours.

MALES

- Clean white button-down dress shirt, long or short sleeves with school logo, fully buttoned.
- -OR-
- White, lake blue, or navy blue DePaul College Prep polo shirt, including dri-fit.
- Blazer is optional (See Tommy Hilfiger's website)
- Khaki/navy blue four pocket (two front and two rear) docker style pants (chinos) purchased from the DePaul College Prep section of the Tommy Hilfiger website.
- Uniform khaki shorts from Tommy Hilfiger are acceptable attire in warm weather or August-September and April-May.
- Hair must be neat, clean, and professional
 - Hair color must be a natural color only (blonde, brunette, black, auburn)
- Males must be cleanly shaven on a daily basis in school. Sideburns must be neatly groomed and no longer than the middle of the ear. Beards and mustaches are **not** permitted.

ALL STUDENTS

- All uniforms must be purchased from the Tommy Hilfiger website.
- Acceptable outerwear during the school day include the navy DePaul College Prep V-neck, crew neck, or cardigan sweaters as well as the gray or navy quarter zip fleece jacket. **A DePaul College Prep Polo Shirt is the required base layer under all outerwear.** All outerwear must be official DePaul College Prep apparel from either Tommy Hilfiger, the DePaul College Prep Spirit Shop, or Athletic Team Shop. Items purchased from the spirit shop or athletic team shop may only be worn on Friday spirit days.
- A school issued DePaul College Prep ID card on the school issued lanyard must be visibly displayed around the neck at all times.
 - Freshman -Red lanyard
 - Sophomores - Lake Blue lanyard
 - Juniors - Navy lanyard
 - Seniors - Seniors may wear a lanyard of their choice (must be school appropriate)
- Socks must be worn at all times in school.
- Shoes:
 - Dress shoes or Gym shoes
 - Boots (no combat, cowboy, high heels, etc.)
 - All footwear must cover the toes and heel (i.e. no open toe shoes or slip-ons)

SPIRIT WEAR FRIDAYS

- DePaul College Prep hooded sweatshirts are allowed only on Spirit Wear Fridays. No other brands of hooded sweatshirts are allowed at any time.
- All club and athletic team apparel purchased through DePaul College Prep Team Shops are allowed.
- DePaul College Prep athletic team jerseys may only be worn on Spirit Wear Fridays
- DePaul College Prep apparel from the Spirit Shop are allowed
- Uniform bottoms and shoes must be worn
- A DePaul College Prep polo or shirt must be worn under all outerwear.
- School I.D.s must be worn.

UNACCEPTABLE AND PROHIBITED

- Excessive Piercings
- Hats
- Headgear, * headphones, headsets, earphones or earbuds
- Sunglasses
- Visible Tattoos
- Visible chains, medals, medallions

PHYSICAL EDUCATION UNIFORMS

Students taking Physical Education classes are expected to be in their gym uniform during class. Physical Education uniforms must be purchased through either DePaul College Prep's Spirit Shop or Tommy Hilfiger.

BACKPACKS

Backpacks are to be kept in the student's locker. Students should only carry their necessary belongings to their classes. An 8.5"L x 5" H bag is allowed to carry to class for pencil/pens, calculator, and other smaller items. An 15.5"L x13"H Drawstrings bag is acceptable. Students will be allowed to go to their locker prior to the first bell and during passing periods to pick up their necessary belongings for their classes.

LOCKERS

- DePaul College Prep issued locks must be used and locked at all times.
- Students are only to use the locker assigned to them; any changes must be approved by the Dean. Students are not to give locker combinations or share lockers with anyone at any time.
- DePaul College Prep is not responsible for lost, damaged, or stolen items. Students should not bring expensive personal items into the school (i.e. jewelry, and other expensive articles of clothing). All lost, damaged, or stolen items should be reported to the Dean of Students.
- Lockers are the property of DePaul College Prep and subject to search by a designated DePaul College Prep representative at any time and for any reason.
- Students who vandalize lockers will be held accountable for restitution and face disciplinary consequences on a case-by-case basis. Students who possess

permanent markers and substances that can make the locker dysfunctional will face disciplinary consequences on a case-by-case basis. Students who are in possession of another student's lock may face a serious discipline action and/or expulsion.

- Food or drinks for lunches are to be removed from lockers at the end of every day.
- Gym bags are to be stored in lockers
- Students may only go to their lockers in the designated time in the morning, during change of class, and immediately after school.
- If a locker does not work properly (i.e., it is jammed, the combination will not work, or the student forgot the locker combination), the student should report this to the Dean of Students, immediately.

STUDENT ITEM DROP-OFFS

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

ELECTRONIC DEVICES/CELL PHONES

Cell phones, smart watches, laser pointers, cameras, camera cell phones, electronic devices may not be used or visible at any time during school hours. Cell Phones must be stored in assigned lockers and not on your person during school hours.

Earbuds/Headphones may only be used within the classroom with the expressed consent of the teacher. Cell phones and other electronic devices may not be used during passing periods, when students are out of class, in the Commons, in the bathrooms, or during lunch. Phones should be turned off, silenced at all times, and not visible during the scheduled school day. Students in violation of this policy will be issued a Tier 2 warning and a Saturday detention.

TECHNOLOGY ACCEPTABLE USE POLICY

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

STUDENT ACCEPTABLE USE POLICY & CONTRACT

By receiving this document you are agreeing to The Student Contract for Internet Use. All use of DePaul College Prep's electronic network must be:

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

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

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the DePaul College Prep's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

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

CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR

The use of the DePaul College Prep's electronic networks shall:

- Be consistent with the curriculum adopted by DePaul College Prep as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.
- Comply with the selection criteria for instructional materials and library resource center materials.

As required by federal law, students will be educated about appropriate online behavior, including but not limited to:

- Interacting with other individuals on social networking websites, apps, and in chat rooms.
- Cyberbullying awareness and response.

DePaul College Prep's electronic network is part of the curriculum and is not a public forum for general use. The use of iPads at DePaul College Prep should be to enhance the learning experiences of students. Technology is integrated throughout all courses and student devices are to be used first and foremost as a learning tool. Additionally, the following are guidelines for the expectation of using 1:1 technology devices responsibly:

- Bring a charged device to school every day and have a working keyboard attached.
- Store the device in its case at all times.
- Maintain security of your iPad always. Never leave it unattended.
- Move safely through the hallway while carrying a device.
- Respect the property and privacy of others by not using another student's device or account.
- Use the device, apps, and other information resources to support learning, complete school assignments, and understand how technology works.
- Use the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work.
- Sound must be muted in class unless directed by the teacher.

- iPads may never be used in the bathroom or in locker rooms.

CIPA

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the internet. Schools and libraries subject to CIPA may not receive discounts offered by the e-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

DePaul College Prep fulfills these requirements in the following way:

- Meraki Firewall Content Filter
- Jamf Management System
- Digital Citizenship lessons
- Gaggle Software
- Managed Methods Software

INTERNET SAFETY

- Internet access is limited to only those acceptable uses as detailed in these procedures. The Network Administrator and Principal shall monitor student and staff Internet.
- Staff members shall supervise students while students are using DePaul College Prep Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

- Each DePaul College Prep computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the administration team or designee.

PRIVILEGES

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

UNACCEPTABLE USE

Staff and students are responsible for their actions and activities involving the use of electronic devices (i.e. computers, iPads, etc.) and the network. Some examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- Use personal or school-provided devices to airdrop files, photos, videos, etc without the permission or approval of a faculty/staff member.
- Use of a Virtual Proxy Network (VPN) is strictly prohibited.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Use of personal hotspot without consent of the Director of Technology.
- Using the network for private financial or commercial gain.
- Wastefully using resources, such as file space and bandwidth.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video.
- Using another user's account or password.
- Posting material authored or created by another without their consent.

- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network while access privileges are suspended or revoked.

NETWORK ETIQUETTE

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

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

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

NO WARRANTIES

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

INDEMNIFICATION

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

SECURITY

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

All teachers will be utilizing Jamf School, Schoology, Google Workspace and some classes will use Microsoft Office products within their courses this year.

- Jamf School is meant to focus and enhance in class iPad use. It is a powerful teaching assistant that helps guide students through a lesson, allows teachers to provide educational and pertinent apps, and keeps them on track while in the classroom.
- Schoology is a learning management system (LMS) for K-12 schools, higher education institutions, and corporations that allows users to create, manage, and share content and resources.
- Google Workspace is the primary cloud based creativity and communication tool.
- Office365 is used in classes where a more robust system for Word, Excel and PowerPoint are needed.

GOOGLE WORKSPACE ADDITIONAL PROTECTION AND NOTIFICATION

Google has added another layer of protection to Google Workspace for Education accounts for students. Google Workspace for Education includes Gmail, Calendar, Drive, Sheets, Slides, and Docs. In addition, DePaul College Prep allows students to access certain other Google services with their Google Workspace for Education

accounts. Specifically, your child may have access to a set of “Additional Services” that include tools like Google Earth, Google Arts and Culture, Google Books, Google Maps, YouTube, and Google Translate are examples.

DePaul College Prep allows students to access third-party services for academic purposes with their Google Workspace for Education account. Examples of these services include but are not limited to, Schoology, PowerSchool, and Notability. At DePaul College Prep, these tools are fundamentally important in allowing students to complete assignments, communicate with their teachers and build their digital citizenship skills. To learn more about Google’s collection, use, and disclosure of personal information, please refer to and review the following links:

- [Core Services](#)
- [Additional Services](#)
- [Privacy Notice](#)

MONITORING

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

JAMF SCHOOL FEATURES

- Allows a classroom teacher to easily launch any app, website, or book on every student device at the same time while teaching.
- Allows teachers to group students by topic and launch a different app for each of the groups.
- Using the app in the classroom, a teacher can lock devices to refocus students on the content being taught at that time.
- Allows teachers to lock devices into a single app which especially ensures the integrity of online test taking.

- The “End Class” feature of the app disconnects student devices from the class while class is not in session.
- Does not collect or store any student data, therefore protecting student privacy.
- Does not require your child to download anything or install any spyware to his/her iPad.
- Does not grant faculty or staff access to any private files on the iPad.

CONSEQUENCES OF NON-COMPLIANCE

- Students are expected to cooperate with the school technology team and adhere to the installation and management processes.
- Failure to comply with the installation process or attempts to bypass or tamper with Jamf School will result in ***disciplinary action*** in accordance with the school's acceptable use policy.
 - Teachers unable to enact app restrictions via Jamf School in class
 - If using a VPN, loss of Google Workspace account (email, Docs, etc) and Tier 1 violation
 - Never had Jamf school on their device
 - The student has 5 days to have Jamf installed, if not installed after 5 days, Tier 1, after 10 days, Tier 2 violation
 - Removing Jamf School from their device
 - Tier 2 Violation

VANDALISM

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

COPYRIGHT WEB PUBLISHING RULES

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

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

USE OF EMAIL

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

- DePaul College Prep reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via DePaul College Prep's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with DePaul College Prep. Great care should be taken, therefore, in the composition of such

messages and how such messages might reflect on the name and reputation of DePaul College Prep. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- Any message received from an unknown sender via the Internet should either be immediately deleted or marked as SPAM.
- Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of DePaul Prep's email system constitutes consent to these regulations.

SOCIAL MEDIA

DePaul College Prep has notified students and their parents/guardians in the school's disciplinary rules, policies handbooks or similar means that:

- DePaul Prep may 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 networking website or app.
- DePaul Prep may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- DePaul Prep may require the student to share content in the course of such an investigation

SOCIAL MEDIA RESOURCES

- [Right to Privacy in the School Setting Act](#)
- [Apps for School Use and SOPPA Compliance](#)
 - The Student Online Personal Protection Act (SOPPA) places new requirements on school districts, vendors and the Illinois State Board of Education effective July 1, 2021.
 - These requirements are additional guarantees that student data is protected when being collected and is only used for beneficial purposes only.
 - What does this mean for parents and students?
 - More protection of student data
 - Data breach notification

- What does this mean for the school?
 - Requiring vendors to sign contracts to ensure compliance with SOPPA
 - Ensure compliance is being maintained

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

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

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777. Children's Internet Protection Act, 47

U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6801 6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.

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

EMERGENCIES/SAFETY/SECURITY

VISITORS/BUILDING SECURITY

All visitors, including parents, guardians, alumni, college and career representatives, salespeople, vendors and guests must enter the building through the Main Entrance on the north side of the building. Visitors must sign in using our Raptor system and wear the issued visitor's badge. In order to be admitted to our

campus, a visitor needs to present a **valid government issued ID and a scheduled appointment with a member of our faculty or staff. Security will contact the faculty or staff member when a guest arrives for their appointment.** The Raptor system only collects first name, last name, date of birth, partial ID# and picture. Raptor DOES NOT keep a copy of the ID. Strangers observed in the building not wearing a Raptor generated visitor's badge should be immediately reported to the security.

STUDENT ENTRANCES

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

SECURITY CAMERAS/VAPE DETECTORS

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

CLOSED CAMPUS AND RESTRICTED AREAS

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

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

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

- Dock area
- Mail/Storage rooms

FIRE DRILLS

Fire drills are conducted three times a year in accordance with the City fire code and are monitored by the Chicago Fire Department.

ACTIVE SHOOTER DRILLS

Active shooter drills are conducted at least twice a year and are monitored by the Chicago Police Department.

SEVERE WEATHER/TORNADO WARNING

Tornado drills are conducted once a year.

EMERGENCY CLOSING

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

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

TRANSPORTATION/PARKING/DRIVING RULES

If a student drives to school, he/she is expected to obey all governmental rules and regulations regarding the operation of a motor vehicle and parking. DePaul College Prep students are expected to demonstrate consideration for our neighbors at all times. Students should refrain from playing loud music, using foul language, and littering. Please be aware that a parking space is a privilege and not a right. Students who wish to retain this privilege will abide by the policies stated below:

- If a student wishes to park in the DePaul College Prep parking lots, he or she must have registered their vehicle with the Deans Office prior to the start of the school year.
- The school issued parking tag must be displayed by hanging from the rearview mirror at all times.

- An unregistered student vehicle, parked illegally in the DePaul College Prep parking lot can be towed at the owner's expense.
- Students may not loiter in the lot nor return to their cars or drive them during the school day, including lunch, or during a school dance, unless they have administrative permission to do so.
- While on school property, cars are subject to search by school authorities.
- Any reckless driving or behavior that endangers the student, others and/or other vehicles will result in the student losing the privilege to park in the lot.
- Bicycles must be parked and chained to bicycle racks. Locks and chains should be designed for bicycle security. Bicycles should not be chained across racks.
- DePaul College Prep is not responsible for damage and/or loss to students' vehicles, bicycles, or other private means of transportation.

PUBLIC TRANSPORTATION

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

YOUR PHILANTHROPIC SUPPORT & ADVANCEMENT EXPECTATIONS

- 100% family support of the Fund for Excellence Annual Appeal. Every DePaul Prep family is expected to make an annual donation to the Fund for Excellence Annual Appeal at a level that is comfortable for each family.*
- Every DePaul College Prep family is also expected to participate in at least one fundraising/special event throughout the year.

FUND FOR EXCELLENCE ANNUAL APPEAL

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

SPECIAL EVENTS

DePaul College Prep holds three main, annual fundraising and community building events: Golf Outing (Summer), *Fall In* (September), and *Spring Fling* (April/May). In addition to these fundraising events and the Fund for Excellence Annual Appeal, DePaul College Prep hosts smaller fundraising and community events throughout the year.

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

We invite you to join the extraordinary efforts of the *One Dream, All In* capital campaign. With your help, we will reach our final goal of constructing an indoor athletic complex, in addition to the ongoing build of the **endowment** for scholarships for students and professional development for faculty.

PARENT ASSOCIATION AND BOOSTER CLUB

As a DePaul College Prep parent or guardian, you are an automatic member of the Parent Association. The Parent Association supports community building, volunteerism and parent engagement through information sessions, guest speakers, teacher and staff appreciation events, and social events. The Parent Association also leads the **Booster Club**, which fundraises for and supports athletics, co-curriculars and academic teams.

**Please note: Contributions made to Special Events, Booster Club and the One Dream, All In capital campaign do not count towards the 100% family participation expectation for the Fund for Excellence Annual Appeal.*

RIGHT TO AMEND

The rules, procedures and practices in this handbook are subject to change at any time as may be needed to ensure continued compliance with federal, state and local laws and School policy. The handbook and related directives linked herein are also subject to review and amendment by the administration to ensure the routine operation of the school. The most current version of the Parent/Student Handbook posted on the DePaul College Prep website supersedes all previous versions.