



REGINA DOMINICAN HIGH SCHOOL

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2025-2026 STUDENT HANDBOOK

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This handbook serves as a guide for parents, students and administration. It provides detail on Regina Dominican's policies and procedures and provides general information. Regina Dominican maintains sole discretion to make changes, deletions or additions to the handbook at any time. No school code of conduct can explicitly state every school rule or regulation. The school reserves the right to interpret and develop policies and regulations for student discipline as necessary based on the mission and objectives of Regina Dominican High School. This handbook is not a contract and does not create any contractual relationship of any kind between Regina Dominican and any of its students or students' parents/guardians, including without limitation any right to continued enrollment for any period of time with Regina Dominican. Rather, this handbook provides general guidance as to the School's policies and procedures. It is the expectation that students and parents meet the policies, rules, regulations and expectations of Regina Dominican as communicated in this document. Regina Dominican reserves the right to dismiss a student from Regina Dominican if the parent(s) or student fails to observe the policies, rules and regulations of Regina Dominican. The decision as to whether the student is dismissed from Regina Dominican is entirely at the discretion of Regina Dominican and the decision of Regina Dominican is final. The school complies with applicable State or federal law or regulatory requirements. For questions regarding policies in this handbook, please contact the Principal or Assistant Principal.



MISSION

Rooted in the Dominican tradition, we challenge young women to be independent thinkers, relentless truth-seekers, and confident, compassionate leaders.

VISION

Regina Dominican High School is the premier college preparatory Catholic high school that inspires young women to lead and serve in the global community.

PORTRAIT OF A REGINA DOMINICAN GRADUATE

A Regina Dominican graduate exemplifies the values represented by the Crown, the Star, and the Book -- symbols on the school crest.



The Crown signifies Mary as the paradigm of women who bring God's presence into the world.

- *She is a confident, healthy, and dedicated woman of faith who takes thoughtful risks and uses her voice.*



The Star, a symbol of St. Dominic, represents the pursuit of truth and justice.

- *She is compassionate and truth-seeking. She knows and leverages her gifts to lead, serve, and inspire others.*



The Book symbolizes the Dominican tradition of scholarship and academic excellence to which Regina Dominican is committed.

- *She is a curious and joyful learner, open-minded and relentless in the pursuit of knowledge to overcome challenges and achieve goals.*

DOMINICAN BLESSING

May God the Creator bless us,
May God the Redeemer heal us,
May God the Holy Spirit enlighten us,
Give us eyes to see, ears to hear, and hands to do the work of God,
Feet to walk the path of justice and mouths to preach the Good News.
May the angel of peace watch over us and lead us at last to the reign of God.
Amen.

LOYALTY SONG

Stand up and cheer for Regina Dominican.
Lift up her banner for ages to be.
Send her colors to the sky—
An emblem of loyalty.

Chorus

Sing, girls, in praise of the “Black and White.”
Forever cling to her Truth and Light!
We love the Crown, the Star, the Book—these symbols of our tie to—Regina Dominican High!

Cheer for Regina Dominican
Singing her praises, we faithful shall be.
To our motto: “Veritas,”
We pledge our fidelity.

REGINA DOMINICAN LEADERSHIP INSTITUTE

Regina Dominican created the Leadership Institute to help students be prepared to successfully lead, embrace new opportunities, and confidently tackle the challenges facing female leaders. The Leadership Institute is a resource center that supports leadership development across the curriculum. Through specific programming, we enable our students to discover their voices, find their passions, and build leadership skills for success at RDHS and beyond. Unique to Regina Dominican, these programs are designed for all students to acquire, practice, and apply new leadership skills critical for the next generation of women leaders.

Through the Leadership Institute, our students:

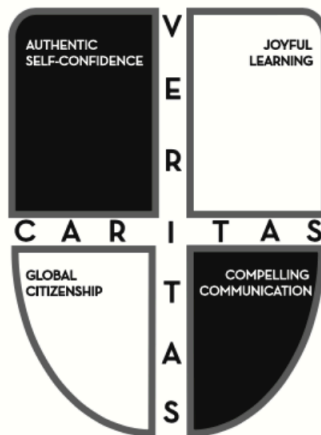
- Earn leadership badges and develop effective leadership skills for RDHS and beyond
- Explore their leadership style and make a positive impact as a Leadership Scholar
- Engage with bold, brilliant alumnae and leaders to discover new insights
- Enrich their learning through participation in experiential leadership opportunities

For more information about the Leadership Institute, contact the Leadership Institute Director.

REGINA DOMINICAN LEADERSHIP MODEL

Assist all students in learning their strengths and building authentic **Self-Confidence** to enable them to fully utilize their talents and unique abilities

Encourage students to become **Global Citizens**, so that they are aware of and respect other cultures and races, and honor and foster a culture of diversity and inclusion.



Motivate students to be **Joyful Learners**, so that they face problems with a positive attitude by seeing possibilities, creating solutions and helping others.

Teach students to be **Compelling Communicators** so that they are present and active in their daily lives, speaking with confidence and clarity, and writing with conviction.

ACADEMICS

Regina Dominican High School, a four year college preparatory school for young women, offers a rich curriculum at academic levels suited to the individual needs of the student.

ACADEMIC INTEGRITY

The Regina Dominican High School community values academic integrity as an integral part of life-long learning. Accurate assessment of student learning depends on the trustworthiness of the evidence used to measure it. Academic integrity ensures that the work submitted reflects the student's original conclusions, understanding, skills, and effort without unauthorized assistance or plagiarism. It is the foundation upon which fair, meaningful, and accurate assessment of student learning rests. Respect for learning begins with academic integrity.

Academic dishonesty is defined as unjust or unethical manipulation of material to achieve an academic advantage. It is the intention to circumvent learning and to present work as one's own when it isn't. If a student suspects or has knowledge of an act of academic dishonesty, it is her duty to inform the teacher, the Assistant Principal, a Counselor, or the Principal. Examples of academic dishonesty include but are not limited to

- handing in any work that is not your own;
- distributing and/or receiving answers on any graded assignment, test, quiz, paper, or homework;
- distributing and/or receiving a copy of any test, quiz, paper, or homework assignment;
- altering answers after an assessment was returned to gain credit;
- using study materials or accessing technology without a teacher's permission during an assessment;
- communicating during an assessment;
- manipulating grades in any manner;
- the uncredited use, whether intentional or unintentional, of another person's words or ideas;
- passing off work generated from an AI website or generator as one's own
- using AI generated content without the permission of the teacher and outside of the "AI Acceptable Use Framework."

THE USE OF AI

Using artificial intelligence technology is not a substitute for academic work that requires original thought in order to demonstrate learning. Therefore, students may not claim AI-generated content as their own work. To do so constitutes a violation of the Regina Dominican Academic Integrity Policy.

The use of AI to take tests, complete assignments, create multi-media presentations, write papers, or complete schoolwork is prohibited without the express permission of the teacher. Using their professional discretion and guidance, teachers may permit the use of AI to enhance -- not replace -- critical thinking, original work, and skill development. The use of AI in a particular classroom may vary from assignment to assignment, and some classroom teachers may not allow it at all. Permission to use AI will always be communicated by the teacher if, when, and how it may be used. In order to ensure academic integrity, assignments may be checked by AI content detectors and/or plagiarism recognition software.

In certain situations, teachers may permit the use of AI as a learning tool or a study aid as outlined in the “AI Acceptable Use Framework.”

 No Use AI is not permitted on this assignment for any reason Reading: You must complete all reading without any help from AI. Content Creation: You must complete the assignment using only your own knowledge, skills, and creativity. Problem-Solving: You must solve all parts of assigned problems using only your own knowledge, skills, and reasoning. No disclosure statement required	 AI as a Thought Partner AI can be used only for initial inquiry, brainstorming, and to help generate ideas. Reading: You must read the original text as assigned, but AI may be used to help you understand the text. Content Creation: You can use AI tools only for initial idea-gathering, and not to complete the assignment. Problem-Solving: You must generate your own solutions to problems, but may use AI to suggest strategies, explore concepts, and provide helpful ideas. Students must disclose AI usage. Copies of chat(s) must be submitted	 AI as an Editor AI can be used to edit and receive feedback on original content. Content Creation: You can use AI feedback to help edit and revise your original content. Problem-Solving: You may use AI to improve the clarity, organization, and simplicity of a solution you have created, but not to correct errors. Students must disclose AI usage. Copies of chat(s) must be submitted	 AI as an Analyst AI can be used to analyze data, identify patterns, and identify themes. Reading: AI may be used to help you analyze the reading, but you must read the text assigned. Content Creation: AI can be used to help you create visualizations or graphs to help identify new patterns or themes, but you must complete the assignment yourself. Problem-Solving: You may use AI to help identify mathematical processing errors and misapplication of principles, but you must correct your work by yourself. Students must cite AI created content in the appropriate format. Copies of chat(s) must be submitted	 AI as a Co-Creator AI can be used to help complete assignments and projects. Reading: You can create and read an AI summary instead of reading the original text. Content Creation: You can use AI to create parts of an assignment as permitted. You need to review AI-created work to ensure its accuracy. Problem-Solving: You may use AI to generate solutions when solving problems. You must check and verify your solution. Students must cite AI created content in the appropriate format. Copies of chat(s) must be submitted
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This framework was adapted by the Kinkaid School from Woodward Academy and Vera Cubero's work for the North Carolina Department of Public Instruction and the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe, and Dr. Jason McVaugh. The Kinkaid School Generative AI Acceptable Use Menu, 2024 is licensed under CC BY-NC-SA 4.0.

STUDENT CONSEQUENCES

Upon review of any incident of academic dishonesty, the administration reserves the right to apply consequences in addition to, or in place of, those outlined here. The consequences that result from academic dishonesty include, but are not limited to:

- A student who is found cheating on an assessment the first and subsequent times will not be given credit for the assignment and a grade of zero may be recorded. Additional consequences, if any, will be at the discretion of the administration.
- The first offense will result in a discipline notice being written and parents and guardians being notified.
- The second offense will result in a conference being held with the student, her parents/guardians, the teacher of the course, the Counselor, and Assistant Principal. The student will be placed on contract.

If a student feels that she has been treated unjustly by the consequences imposed, she may appeal within one week of the decision by contacting one of the following in this order: 1) Teacher, 2) Counselor, 3) Curriculum Leader, 4) Assistant Principal

REGARDING MEMBERSHIP IN ANY HONOR SOCIETY

Any student who is a member of an honor society and who engages in academic dishonesty may have her membership suspended or terminated. Freshmen, sophomores, and juniors who engage in academic dishonesty will be ineligible for induction for 12 months after the incident. Seniors will be ineligible for induction to an honor society if the incident occurs during their senior year.

REGARDING LEADERSHIP POSITIONS IN THE SCHOOL

Any student who holds an elected or non-elected leadership position and who engages in academic dishonesty may be suspended or removed from office. Freshmen, sophomores, and juniors who engage in academic dishonesty will be ineligible for elected or non-elected leadership positions for 12 months after the incident. Seniors will automatically be considered ineligible for elected or non-elected leadership positions if the incident occurs during their senior year.

ACADEMIC PROBATION

A student who receives multiple D's or F's in a marking period may be placed on academic probation. A student's continued enrollment at Regina Dominican depends on her demonstration of significant improvement during subsequent marking periods. An academic plan, an agreement signed by the student, parent/guardian, Counselor, and the Assistant Principal, may be utilized. The plan will state specific academic expectations required of the student and the consequences for violation of the plan. The plan may also limit specific privileges, at the discretion of the Administration.

ACADEMIC RECORDS AND REPORTS

REPORT CARDS

The report card provides an academic evaluation for each course in progress and an attendance record for each quarter. In addition, the semester report card includes the cumulative GPA.

PERMANENT TRANSCRIPT

The permanent transcript is an official record of semester grades, attendance, and summer school credit.

HONOR ROLL

Students are eligible for honors based on grades earned during each quarter. In computing honor roll status, an *unweighted* grading scale is used.

TRANSFER OF RECORDS

The registrar will send unofficial records of students transferring to other schools within 10 days of the request.

The registrar checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. The registrar shall report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the registrar shall remove the flag from the person's record.

COURSE LEVELS

The Regina Dominican curriculum provides courses at academic levels suited to the individual needs of the student. Levels of course offerings are indicated in the Course Catalog. Properly used, level placement is a way of assisting students to reach their highest potential by providing an appropriate level of challenge and difficulty in selected subject areas. Initial placement recommendations are based upon a student's academic record and previous academic data. A student may be placed in different levels of courses in various subject areas.

FRAMEWORK FOR SUCCESS: STUDENT

The student framework for success outlines the student behaviors associated with academic success. Similar frameworks exist for parent/guardians, teachers, counselors, curriculum leaders, and the athletic director -- all of whom take an active role in student learning and success. The Parent/Guardian Framework for Success appears weekly in the Panther Parent newsletter.

Regina Dominican Framework for Success
Student
<p>Be a self-advocate! Bring your required materials to class. Ask questions and actively participate.</p> <p>Seek assistance from your teachers during office hours.</p> <p>Use the Academic Resource Center (ARC) during lunch for assistance in Mathematics and Science.</p> <p>Use teacher feedback to improve and prepare for assessments.</p> <p>Complete formative assessments when assigned and take advantage of the retake policy.</p> <p>Work with peers to create a study group.</p> <p>Demonstrate positive behaviors that foster a respectful and productive classroom environment for your peers and teachers.</p> <p>Respond to teacher and counselor emails within 24 hours.</p>

GRADING POLICIES

A student’s grade in a class communicates to the student and her parents how well she is learning the content of the course and how well the student is progressing towards mastery of the standards. The evidence of student learning is provided by summative assessments (tests, papers, projects, presentations, etc.) that are the culmination of a unit of learning. Formative assessments such as homework, quizzes, exit tickets, and self-reflections are in-between check-ins that allow teachers and students to see how they are progressing and what areas might need some re-teaching or re-engagement before the student approaches or attempts the summative assessment.

GRADING CATEGORIES

Formative 30%: Check for understanding

Formative assessments are anything that a teacher uses to inform instruction and provide feedback to students leading up to the summative assessment. Formative assignments include homework, quizzes, rough drafts, practice, prep work for class, discussion, etc.

Summative 70%: Evidence of learning

Summative assessments are anything that evaluates student learning at the mid/end of a unit/chapter, such as tests, papers, projects, and performances.

LATE WORK AND DUE DATES

All assignments have a purpose, and students are expected to complete them when assigned.

Formative assessments will be accepted up until the summative assessment is administered/due. Missing formative work will be coded "MW" (Missing Work) in the gradebook within a day of the due date. If the work is not turned in by the time of the summative, the grade will be coded "MWF" (Missing Work Final) and 50% credit will be recorded.

Summative assessments must be completed within 5 consecutive school days after the original due date. The student will receive a zero in the gradebook on the date the assessment is administered/due if it is not completed regardless of a student's absence from school.

RETAKING SUMMATIVE ASSESSMENTS

The purpose of summative retakes is to demonstrate mastery, not to improve a grade. This practice is not intended to encourage students to obsess about getting a perfect score, but to allow for an additional opportunity if a student feels she did not demonstrate her true understanding of the material the first time. All students will be provided retake opportunities for summative assessments as follows:

- Students will be limited to one retake opportunity per summative assessment. The higher of the two grades will be recorded.
- Any student who fails a summative assessment must take the retake.
- Retakes must be completed within 5 consecutive school days of the return of the graded original assessment.
- Each department has a defined process in place for how a student will qualify to retake an assessment. Students must participate in the re-engagement process required before a retake is given (For example, a student may have to attend office hours, complete review activities, or submit missing formative work in order to prepare for a second attempt at mastery of the content).
- Retakes are not available for semester exams.

GRADING SCALE

The level of a course determines the number of quality points assigned to grades in the grading tables. Grades earned in all courses taken at Regina Dominican are computed into a student's GPA. Only semester grades become part of a student's permanent record. The weighted semester grades determine a student's cumulative grade point average (GPA). A system of weighted grades is assigned to the respective course levels. Weighted semester grades determine a student's cumulative grade point average. Semester grades become part of a student's permanent record.

GRADING SCALE

		LEVEL I & II	LEVEL III	AP
100-98	A+	4.33	5.33	5.83
97-93	A	4.00	5.00	5.50
92-90	A-	3.66	4.66	5.16
89-87	B+	3.33	4.33	4.83
86-83	B	3.00	4.00	4.50
82-80	B-	2.66	3.66	4.16
79-77	C+	2.33	3.33	3.83
76-73	C	2.00	3.00	3.50
72-70	C-	1.66	2.66	3.16
69-67	D+	1.33	2.33	2.83
66-63	D	1.00	2.00	2.50
62-60	D-	.66	1.66	2.16
59-00	F	0	0	0

FAILURES

A semester grade of “F” indicates a course failure. A student who fails any required course or a course which is a prerequisite for another course in her program must pass an equivalent course in summer school before the beginning of the next school year.

INCOMPLETES

An “I” denotes a deficiency in completing coursework due to serious illness or family emergency. A student has a maximum of three weeks to finalize the grade. In cases where extenuating circumstances prevail, a student may request an extension from the Assistant Principal.

WITHDRAWALS

If a student withdraws from a course after the semester add/drop deadline, a “W” is recorded on her permanent record for that semester. Students may not withdraw from a course during the last eight weeks of a semester. If a student completes the first semester of a year course, but withdraws from the second semester of that course, a “W” is entered on her permanent record for second semester. Seniors who withdraw from a course after college application forms have been submitted are required to notify colleges.

GRADUATION CREDIT REQUIREMENTS

Theology	4.0 credits (<i>1 credit for each year of attendance</i>)
English	4.0 credits
World Languages	2.0 credits (<i>in the same language</i>)
Mathematics	3.0 credits
Laboratory Science	3.0 credits
Social Studies	3.0 credits
Physical Education	1.5 credits
Fine Arts	1.0 credit
Electives	4.5 credits
TOTAL	26.0 credits

Additional information on graduation and course requirements can be found in the Course Catalog.

SEMESTER EXAMS

Semester exams are given in each course and must be taken at the scheduled time. The semester exam is weighted at 20% of the semester grade. Exam exemptions are offered to seniors with an A-average for semester-only courses and for year-long courses in May.

SCHEDULING

CHANGE OF SCHEDULE

A student who requests a change of schedule must be aware of deadlines and the available space in the class desired. No schedule will be changed because of teacher or time preference. In addition, seniors who request a schedule change after college application forms have been submitted must notify the college(s). Procedures for a change of schedule are as follows: The student discusses the need for a schedule change with her parent(s), Counselor, and teacher and completes the necessary paperwork.

ADDING/DROPPING COURSES

A student may add or drop a course only during the first week of a semester. A student who withdraws from a course after the add/drop deadline receives a grade of "W" for the course. Students may not withdraw from a current course during the last eight weeks of a semester.

LEVEL CHANGES

A course level change is made in consultation with the student, her teacher(s), parents/guardians, Counselor, the Curriculum Leader, and the Assistant Principal. The decision is based on a student's performance in the course, as well as her performance in previous courses in the subject area, and on standardized tests. Level changes may not be made during the last eight weeks of a semester.

SUMMER SCHOOL

A student who fails any required course or a course which is a prerequisite for another course in her program must pass an equivalent course in summer school before the beginning of the next school year. Credit and grades earned in summer school become part of a student's permanent record. Credit earned is added to the accumulated credit, and the grade value is averaged into the cumulative GPA. It is the student's responsibility to request that an official transcript of summer credits be sent to Regina Dominican. A report card is not an official record.

TECHNOLOGY

All students are required to have a laptop for use in their classes. No student will be permitted to use an iPad for their classes. While no specific brand of laptop is recommended, Google Classroom and Microsoft Office Software should be accessible. With classrooms becoming increasingly paperless, a tablet-style laptop is recommended to allow students to take notes and annotate digitally. We do not recommend Chromebooks because they are not supported by the College Board, which administers AP curriculum as well as PSAT, SAT, and AP tests to our students. Regina does not offer loaner laptops for AP or standardized tests.

TEXTBOOKS

Students are required to bring textbooks as well as other appropriate materials to class each day. Textbooks can be purchased through Amazon or a vendor of choice. Each summer the school publishes a Textbook Catalog to assist with the purchasing of materials for class. The school is not responsible for used book transactions between students and/or parents. Students may not use a teacher edition of any textbook.

GENERAL POLICIES & PROCEDURES

ASSEMBLIES

The school provides a variety of spirit-building and educationally valuable assemblies, including a weekly Wednesday Morning Meeting. In addition, all-school mass and prayer services are offered. Attendance is required of all students. Students are expected to report promptly to their assigned advisory seating area and exhibit respectful and courteous behavior.

BUILDING SECURITY AND REPORTS

Students must never open an outside door for any visitor, nor should any door be propped open for any reason. Students who jeopardize security will face disciplinary action. All visitors are required to enter through the Main Entrance, provide a photo ID, and register with the receptionist. Visitors will be identified by a guest badge displayed on a lanyard around the visitor's neck. Students should report any unknown persons to a Regina staff member.

An asbestos report/plan is available for viewing in the main office.

BULLYING AND HARASSMENT POLICY

Treating others with respect is required of all students at Regina Dominican High School. Any form of demeaning or disrespectful behavior toward others is unacceptable. Bullying and harassment by any Regina student directed towards any person or persons, including classmates, teachers, or other members of the Regina community, will not be tolerated. Bullying and harassment can take many forms including, but not limited to: hazing, intimidation, teasing, threats, spreading gossip or rumors, and misusing any form of electronic communication. Any form of bullying or harassment using electronic communication will be dealt with in the same manner as any other form of bullying.

Every member of the Regina Dominican community deserves an environment that is free from all forms of unlawful harassment. Sexual or other discriminatory harassment prohibited by law, whether it occurs at school or at outside school-sponsored events, is unacceptable and will not be tolerated. Harassment against any members of the community in any situation is reprehensible and unacceptable conduct, which will not be tolerated. Further, harassment based on race, color, religion, gender, sex, sexual orientation, national origin, age and disability is prohibited and violates state and federal law.

Regina Dominican denounces the use of words or images to harass individuals or groups based on any aspect of identity. "Hate speech" of this nature is contrary to the Regina Dominican mission, our Catholic faith, and core values. Any form of hate speech should be reported immediately to the Principal, Assistant Principal, or School Counselor. An investigation will be conducted. Individuals who engage in hate speech will be subject to appropriate corrective action which may include disciplinary action, including but not limited to a behavior contract, suspension, or dismissal from Regina Dominican.

Retaliation against an individual who makes a report of bullying or harassment, including alleged sexual or discriminatory harassment, or who assists in providing information relevant to such a report is prohibited and in serious violation of this policy. Acts of retaliation should be reported immediately to the Principal, School Counselor, or Assistant Principal. Regina Dominican High School will investigate promptly any retaliation report and take appropriate corrective action.

CARE AND USE OF SCHOOL FACILITIES AND PROPERTY

Students are expected to show pride in the physical appearance of their school facilities and property by assisting in keeping all areas cleared of debris and by assisting in the care of equipment and furniture. Unless engaged in an approved school-sponsored activity supervised by school personnel, students are not allowed on school property on non-school days nor on any day between 6:30 p.m. and 7:00 a.m. Violators may be dealt with as trespassers. Students may not be in unsupervised areas of the building during or after school hours.

CHANGE OF ADDRESS OR CONTACT INFORMATION

Parents must notify the school of any change of address, phone number, email address, or emergency contact information.

CHRONIC INFECTIOUS DISEASE POLICY

A student who is diagnosed with a chronic infectious or communicable disease upon re-entry to the school community must provide documentation to the nurse from a health care provider stating that the student is fully recovered and able to return to school. The length of time a student with a chronic infectious disease is kept out of school will be determined on a case by case basis depending upon the recommendations of the student's health care provider and Cook County health officials. When a student is removed from normal attendance, the student will be placed on a monitoring schedule appropriate to the infectious disease and the condition precipitating the removal from school or change in full time status. Communication with the student's health care provider and parents/guardians on a regular basis will be necessary. The student's identity will not be made public, however information regarding the student's condition may be disclosed to appropriate school personnel. At the discretion of the Counselor, a re-entry staffing may be required for the student, the parents/guardians, the Assistant Principal, the school nurse and as necessary the student's teachers to review the student's needs and formulate a plan for transitioning back to school. In order to ensure the health of our student body, parents/guardians and school personnel who have reasonable cause to believe that a student has a chronic infectious disease have an obligation to report the condition to the school nurse.

CO-CURRICULAR TRAVEL TRIPS

The purpose of co-curricular travel trips is to enrich the experience of the student through exposure to other cultures, places, and people. To ensure the safety of all students, the following policies are instated:

1. Permission slips, medical forms, emergency information and policies are those outlined by the tour agency.
2. The consumption of alcohol is never permitted.
3. The faculty sponsor will consult with the Principal and the Assistant Principal before students are approved for the trip. To attend, students must be in good academic and behavior standing and must not have been recently hospitalized or have received partial hospitalization services.
4. The behavior guidelines outlined by the tour agency will be enforced. Participants will also be expected to conduct themselves in a manner befitting of a Regina Dominican student.
5. Parents will agree to accept full and immediate responsibility for their child if the student is dismissed before the end of the trip.

DANCES

Students who attend school sponsored dances are subject to the following guidelines:

- Student permission forms and IDs are required for admission. Only students with high school IDs will be admitted.
- Appropriate attire is expected.
- Students must be in good disciplinary standing to attend Regina Dominican dances, including the Senior Prom.
- Only Regina seniors and their guests may attend the Senior Prom. Because prom is a senior privilege, guests may not be Regina students enrolled in grades 9-11.

ELEVATOR USE

Elevator use is restricted to students with approval from the Assistant Principal or Nurse. Students will be issued an elevator pass.

EMERGENCY CONTACT INFORMATION

Completion of emergency information is an essential part of the registration process. Any accidents or injuries that occur during the school day are reported to the school nurse who acts in accordance with information provided in the student's emergency information file. Parents/guardians are required to keep this information current by updating the Portal and informing the school or school nurse of any changes.

EMERGENCY SCHOOL CLOSINGS

In the event of a weather or other emergency that warrants Regina Dominican to close school notifications will be made. Parents and students will receive an email from the school and communication from PowerSchool, which may include text and voice messages. Notification will be posted on our website and on the Emergency Closing Center at www.emergencyclosingcenter.com.

FIELD TRIPS

Field trips provide valuable learning experiences. Students who are eligible to participate may do so only with a permission slip on file. The student will assume responsibility for class work and scheduled assessments during her absence. Students participating in the field trip must return to Regina via the transportation provided by the school. While on the field trip, students are expected to conduct themselves in accordance with the behavior expectations of a Regina Dominican student. Under some circumstances, a student may be held back from participation due to academic ineligibility or excessive absence from school.

INSURANCE

It is strongly recommended that each student's family provide medical insurance coverage for their daughter. Regina Dominican carries student accident insurance coverage for our students participating in our co-curricular sports program, in compliance with IHSA.

GRADUATION POLICY

Only students who have met all academic requirements of Regina Dominican High School receive diplomas. Participation in the graduation ceremony is at the discretion of the school administration. Diplomas will be withheld from students with outstanding tuition.

MARRIAGE POLICY

Married students are not permitted to enroll or continue enrollment at Regina Dominican.

NON-DISCRIMINATION POLICY

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is the goal of Regina Dominican. The school does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin. Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Principal or any staff member with whom the student is comfortable speaking. Any staff member who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Principal. Any employee who fails to promptly comply may be disciplined, up to and including discharge. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. If the school fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Principal shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the school's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the school's website. The Principal shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the school's website, employee handbook, and/or in other areas where policies and rules of conduct are made available to staff. The Principal shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

Enforcement

Any employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Principal.

LEGAL REF.:

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 (final citation pending).

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

PUBLICITY

All posters announcing activities must be approved by the faculty moderator of the group sponsoring the activity. Posters or announcements about an activity sponsored by an outside group must be approved by the Assistant Principal. Students may not conduct fundraisers, collections, or sales of any kind without the permission of the faculty moderator, Director of Student Activities, or Assistant Principal. No one may use the school name, logos, or motto on any type of social media or in any other way, without the express permission of the Athletic Director, the Assistant Principal, or the Vice President of Growth.

REPRESENTATION OF REGINA DOMINICAN HIGH SCHOOL POLICY

Students may not use the name, image, logo, or uniform of Regina Dominican High School, nor may students use representations of faculty, staff or students, in any medium including, but not limited to, electronic, paper, video and sound, in a manner not in keeping with the mission and values of Regina Dominican High School. This includes pictures of students in a school or athletic uniform or functioning at a Regina event. Posting pictures, videos, emails or other communication of faculty and staff without the express permission of that faculty or staff member is also prohibited. These prohibitions specifically include, but are not limited to pictures, email, personal web pages, social networking sites, and blogs. Students who display information, pictures or language contrary to school policy and the mission and values of Regina Dominican High School on such a site, or in any medium, will be subject to disciplinary action. Regina Dominican High School has the sole discretion in determining what constitutes appropriate representation of the school's name, image, uniform, and logos.

SAFETY DRILLS

Safety drills (fire/building evacuation, tornado/severe weather, and lockdowns) are conducted periodically as required by the State. These drills keep students and staff familiar with emergency procedures. Instructions for exiting the building in cases of emergency are posted in each classroom and in red emergency folders. Parents/guardians are notified prior to lockdown drills, which never include simulations.

SCHOLARSHIPS AND AWARDS

Regina Dominican High School offers scholarships and awards based on merit and/or financial need. All families requesting financial assistance must reapply annually.

SENIOR LOUNGE

The lounge is set aside for the exclusive use of seniors in good academic standing. Seniors are responsible for keeping the lounge in order and may not leave personal belongings in the room. Seniors may have food and beverages in the lounge. Lounge privileges may be revoked for individuals due to academic deficiency, behavioral contracts, behavior infractions, or at the discretion of school personnel.

STUDENT'S PRIMARY RESIDENCE

If a Regina Dominican High School student is living away from her parent(s), the school is to be notified immediately of the student's residential address and the school should be informed of change in guardianship. It is expected that students remain in residence with a parent or legal guardian while enrolled at Regina Dominican.

STUDENT RECORDS

Student records are maintained by the Student Services Department. The school checks the missing persons report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. The school sends unofficial records of students transferring to other schools within 10 days of the request.

STUDY PERIODS

All students report to the assigned location during their study period. Seniors who are failing a course or have multiple “D” grades will lose their senior lounge privileges.

SURVEYS AND QUESTIONNAIRES

Surveys or questionnaires may be distributed by students with authorization from a faculty member or administrator. Emails to the entire Regina community or grade level must be approved in advance by a faculty member or the Assistant Principal.

TRANSFER STUDENTS

A student who transfers to Regina Dominican will have her transcript evaluated according to the Regina grading and credit system. Any student wishing to transfer from Regina Dominican should notify her Counselor. Parents/guardians will need to set up an exit interview with the Principal or Assistant Principal to sign a release of records.

TUITION AGREEMENT POLICY

A Tuition Agreement signed by the parent(s) or guardian(s) responsible for the payment of tuition must be on file in the Finance Office for each student enrolled at Regina Dominican. A new Tuition Agreement will be required to be signed annually at the time of registration for the new school year. The Tuition Agreement sets out the terms and conditions of paying tuition and stipulates the consequences for past due accounts. All tuition accounts and fee payments must be kept current. Diplomas will be withheld and official transcripts will not be forwarded to any school, college or university until all financial obligations to Regina Dominican High School have been met in full.

VISITORS

All visitors and guests must enter the building at the main entrance and provide a photo ID to gain entrance. Visitors will be required to wear a guest lanyard while in the building and check out in the main office before departing. The receptionist will issue a visitor pass.

No high school aged visitors are allowed during the school day. Official shadow days are arranged through the Enrollment Office for prospective students who are considering applying to Regina Dominican as 9th grade or transfer students.

SERVICES FOR STUDENTS

BUS SERVICE

Regina Dominican offers morning bus service in select areas as well as pick up service from the Wilmette Metra Station. Interested students should contact the Academic Programs Coordinator for information on fees and permission forms. Public-bus service is available through PACE. For more information on PACE or to obtain schedules, contact PACE Customer Relations or view their website at www.pacebus.com. Students are subject to Illinois State laws as well as Regina Dominican's expectations regarding conduct.

CAFETERIA SERVICE

Food service is provided by an outside vendor, and orders are placed online. Vending machines are also available before and after school and during the lunch periods. See the receptionist for vending machine refunds. No food and/or beverage deliveries for students are permitted during the school day.

CAMPUS MINISTRY

The goal of Campus Ministry is to educate every Regina Dominican student in areas of faith and spiritual development and to provide opportunities for nourishing her faith by rooting her in a community committed to Gospel values. Prayer, service, and reflection are the cornerstones of this ministry. The Campus Ministry department works to further the Dominican mission of the school through faith formation activities, reflections, and discussions. The Campus Ministry department complements the students' academic formation with spiritual and affective formation programs and experiences, inviting students to live their faith through action.

RETREATS

Retreats are opportunities for the students to experience and/or reflect on one or more of the Dominican pillars of prayer, study, service, and community, as well as the Dominican values of *caritas* (compassion) and *veritas* (truth). All students are required to attend a retreat designed specifically for their grade level. For those students who do not attend a retreat, an alternative activity of similar content and length may be provided and required.

PRAYER

Prayer is one of the foundational pillars of Dominican charism. Regina Dominican offers opportunities for communal, liturgical, and private prayer throughout the year, modeled by faculty and student leadership. Holy days and special days in the school calendar are marked by the celebration of an all-school liturgy. Attendance is required at all liturgies for all students. In addition, prayer services are offered at various times and for various groups throughout the year. All students are expected to show the proper reverence when the school is in prayer, especially when the Eucharist is being celebrated. Each morning the school day begins with prayer, led by a member of the school community over the public address system. In addition, the school chapel provides a quiet place for private prayer and reflection, as well as for group prayer services. Sports and clubs are also encouraged to begin their meetings, competitions and events with prayer.

SERVICE

Service, one of the four pillars, is a large part of our Dominican spirituality and charism. Past and present Dominican women and men meditate on the life of Jesus and work to give the fruits of this contemplation to others. As an Adrian Dominican school, we are also called to this mission. We follow the footsteps of St. Catherine of Siena, who responded to the Gospel by being of service to

others. The purpose of service in a Catholic school is twofold: to complete acts of charity for one's neighbor because we are called to this by God, to act as Jesus and figures in our Dominican heritage, and to be transformed by the service through theological reflection on the experience. To affirm the many hours of contributed services that Regina Dominican provides to support the local, national, and global community, we have a mandatory service-hour requirement. Service hours are embedded in the Theology curriculum. Students will see service hours listed on their transcript. If a student completes the minimum number of hours of service, the report card and transcript will indicate "PASS."

CHAPEL

The Chapel is an area of sacred space intended for individual and group prayer only.

HEALTH SERVICES

A registered nurse is available in the clinic from 7:30 a.m.-2:30 p.m. daily. Students needing to go to the clinic for an illness or emergency will be issued a pass from their classroom teacher. Non-illness related visits (request for cough drops/band-aids/etc.) should only be made between classes.

ILLNESS

When a student is too ill to remain in school, the student must report to the nurse, who will notify the parent/guardian to come to school to pick up the students. Students are not permitted to make their own arrangements to leave school. The nurse will assess the condition of the ill student before the student is dismissed. Students who are ill should remain at home. If a student is diagnosed with a chronic infectious or communicable disease, please refer to our Chronic Infectious Disease Policy.

MEDICATIONS

Students may only carry medication in school with proper documentation. All distributed medication must be prescribed by a physician and necessary to maintain the student in school. A physician's order is required for the nurse to administer both prescription and non-prescription medication.

- **The Medication Authorization Form** must be completed, authorized by the physician, signed by the parent/guardian and on file in the nurse's office for medication to be administered.
- **All Prescription Medication** should be brought to the nurse's office in a container appropriately labeled by the pharmacist. Students who have permission by their physician and parent/guardian to self-administer inhalers, Epi-Pen/Benadryl or diabetic medication must have the appropriate section completed on the medication authorization form. Prescription medication administered at school must be renewed annually by the physician.
- **The Non-Prescription (over the counter) Medications** that are kept in the clinic are Acetaminophen (Tylenol) 325mg, Ibuprofen (Motrin) 200mg, Diphenhydramine (Benadryl) 25mg, and Tums. All other non-prescription medications must be brought to the nurse's office in a manufacturer-labeled container. Students may not carry medication in school. Over the counter medication authorization forms are good for one year and must be renewed annually.

- **Medical Cannabis Authorization and Administration Procedure** is as follows: Whenever possible, the parent/guardian should make arrangements for medical cannabis to be administered at home, before or after school hours. In situations where it is medically necessary for a student to receive medical cannabis during school hours, school policy and procedures must be followed for administering all medical cannabis, as outlined in Regina Dominican's medication administration policy above.
 - Medical cannabis infused product(s) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.
 - Medical cannabis cannot be administered without a written physician's certification verifying the qualifying condition requiring medical cannabis and written parent/guardian permission.
 - It is the parent/guardian's responsibility to supply medical cannabis (in its original packaging) and assure that it is brought to school by a responsible person.
 - The student and designated caregiver must maintain a current and valid registry identification card, and the school shall be notified of any changes in status at the time of occurrence.
 - Medical cannabis authorization must be renewed each school year.
 - A medical cannabis infused product may be administered to a student by a parent/guardian who registers as a designated caregiver; a school nurse or administrator who wishes to do so and has completed the necessary training; the student herself when the self-administration takes place under the direct supervision of a school nurse or administrator who has completed the necessary training, is available, and has agreed to directly supervise such a student.
 - A school nurse or administrator is not required to administer such a product or supervise the self-administration of a product, and it is not guaranteed that a school nurse or administrator will be available to administer such a product.
 - All medical cannabis products will be kept in a designated, locked and secure location (the nurse's office). It is the responsibility of the student to report to the designated location the proper time for administration.
 - Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to Regina Dominican's medication administration policy is prohibited. The school may not deny a student attendance at a school solely because she requires administration of the product during school hours.
 - The school may not authorize the use of a medical cannabis infused product if the school would lose federal funding as a result of the authorization.

SCHOOL PHYSICALS

In accordance with the Illinois State Code, the IDPH Certificate of Health Examination Form is required for entry into ninth grade and for all transfer students. All health forms are available on the Regina website.

- **Vision Exam:** Completion of the Illinois Eye Examination Report is required only for students who enter the Illinois school system for the first time.
- **Dental Exam:** Completion of the Illinois Proof of School Dental Exam Form is required for all students entering ninth grade.

- **Sports Physical:** The IHSA Pre-Participation Examination Form is required for all athletes. This form must be completed annually and provides 395 days of eligibility from the date of the exam. Students may not participate in sports until this form is completed, including all signatures, and turned in to the Athletic Director's office. In order to provide proper care, it is important that the parent/guardian update the school nurse when a student has a change in medication or medical condition. All health forms are available on the Regina website.

CONCUSSIONS AND HEAD INJURIES POLICY

Definitions

For purposes of this policy, "interscholastic athletic activity" means any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, wrestling, and all other interscholastic athletics. "Coach" means any volunteer or employee of the High School who is responsible for organizing and supervising students to teach them or train them in the fundamental skills of an interscholastic athletic activity, including both head coaches and assistant coaches.

Parental and Student Agreement to Participate

A student may not participate in an interscholastic or intramural athletic activity for a school year until the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed an *Agreement to Participate* including, at a minimum, all concussion information on the then-current concussion information form approved by the Illinois High School Association. The *Agreement to Participate* must include information that explains concussion prevention, symptoms, treatment, and oversight and guidelines for safely resuming participation in an athletic activity following a concussion. The form shall inform students and their parents/guardians about this policy, and must require the student and the student's parent, guardian, or other person with legal authority to make medical decisions for the student to acknowledge that they have received and read the information and guidelines in the form.

School Concussion Oversight Team and Return-to-Play and Return-to-Learn Protocols

The High School shall have a concussion oversight team that shall:

- Establish a return-to-play protocol, based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, for a student's return to interscholastic and intramural athletics practice or competition and physical education activity following a force or impact believed to have caused a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity;
- Establish a return-to-learn protocol, based on peer-reviewed scientific evidence consistent with Centers for Disease Control and prevention guidelines, for a student's return to the classroom without accommodations, modifications, or monitoring after that student is believed to have experienced a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity;
- Include members appointed by the President or the President's designee, including, to the extent practicable:

- o At least one physician;
- o A certified athletic trainer, if one is employed by the High School;
- o A nurse, if one is employed by the High School; and
- o Any other licensed healthcare professionals or other individuals the President or the President's designee determines should be part of the team.

The President shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. The President shall supervise the appointed person, or shall designate another person, other than a coach of an interscholastic athletics team, to have such supervisory responsibility.

Removal from Interscholastic Athletics Practice and Competition and Physical Education and Return to Learn Protocol

A student must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity:

1. A coach;
2. A physician;
3. A game official;
4. A certified athletic trainer;
5. The student's parent or guardian or another person with legal authority to make medical decisions for the student;
6. The student; or
7. Any other person deemed appropriate under the High School's return-to-play protocol.

This includes students exhibiting signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems).

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, must also be removed from any intramural athletic activities and from the physical activity portion of the physical education course in which the student is enrolled. A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, shall also be assessed by the concussion oversight team under the High School's return-to-learn protocol to determine if there are informal or formal accommodations, modifications of curriculum, or monitoring by medical or academic staff necessary in the student's educational courses before the student is fully recovered. If available, the Concussion Oversight Team shall consider any proposed accommodations, modifications, monitoring suggested by or other information provided by the student, the student's parent or legal guardian, or a physician or certified athletic trainer who has evaluated the student.

Parental Notification

In any case where a student is suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, the President or the President's designee shall notify the student's parent or legal guardian in writing of the High School's knowledge regarding the incident leading to such removal using a form letter created for that purpose by the President or the President's designee.

Return to Play

A coach of an interscholastic athletics team may not authorize a student's return to play. A student removed from an interscholastic athletics, intramural athletics, or physical education activity under this Policy shall not be permitted to return to such athletics or activity until:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or a certified athletic trainer working under the supervision of a physician;
2. The student has successfully completed each requirement of the return-to-play protocol established by the High School's concussion oversight team;
3. The student has successfully completed each requirement of the return-to-learn protocol established by the High School's concussion oversight team;
4. The treating physician or certified athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
5. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
 - a. Have acknowledge that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play and to learn;
 - b. Have provided the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the President as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the High School's concussion oversight team; and
 - c. Have signed a consent form indicating that:
 - i. They have been informed concerning and consent to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
 - ii. They understand the risks associated with returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
 - iii. They consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996, of the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Principal as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the High School's concussion oversight team and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the certified athletic trainer, as the case may be.

Return to Learn

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, may

not return to educational activities without informal or formal accommodations, modifications of curriculum, or monitoring by medical or academic staff deemed necessary by the concussion oversight team until the student has completed the High School's return-to-learn protocol and the High School has received a treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn without such accommodations, modifications, or monitoring. A coach of an interscholastic athletics team may not authorize that a student has completed the return-to-learn protocol.

Training

All High School coaching personnel, including the head and assistant coaches, and the athletic directors, shall pass concussion certification training required by the Illinois High School Association before the starting date of their position. Beginning September 1, 2019, and at least once every 2 years thereafter, the following persons must submit proof of timely completion of an approved concussion training course to the President or the President's designee:

1. A coach or assistant coach of an interscholastic athletic activity must submit proof of completion of a training course on concussions approved by Illinois High School Association;
2. A nurse employed by the High School or a volunteer nurse who serves as a member of the High School's concussion oversight team must submit proof of completion of a training concerning the matter of concussions that has been approved for continuing education credit by the Department of Financial and Professional Regulation; and
3. A certified athletic trainer must submit proof of completion of a concussion-related continuing education course from a certified athletic trainer continuing education sponsor approved by the Department.
4. A physician who serves as a member of a concussion oversight team shall, to the greatest extent practicable, periodically take an appropriate continuing medical education course in the subject matter of concussions. A physician, certified athletic trainer, or nurse who is not in compliance with the training requirements of this policy may not serve on the High School's concussion oversight team in any capacity.

Emergency Action Plan

The President shall adopt an emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. The plan shall include a delineation of roles, methods of communication, available emergency equipment, and access to and a plan for emergency transport. The emergency action plan shall be:

1. In writing;
2. Reviewed by the concussion oversight team;
3. Approved by the President or the President's designee;
4. Distributed to all appropriate personnel;
5. Posted conspicuously at all venues utilized by the School; and
6. Reviewed annually by all certified athletic trainers, first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletic activities.

Compliance with IHSA Protocols, Policies, and By-Laws and

The High School shall comply with the protocols, policies, and by-laws of the Illinois High School Association (IHSA) regarding concussions.

Educational Materials

The High School shall use education materials provided by the Illinois High School Association to educate coaches, student-athletes, parents and guardians of student athletes, physical education teachers, and students about the nature and risk of concussions and head injuries, including continuing to play after a concussion or head injury, in compliance with State law. At least annually, high school coaching personnel and athletic directors shall require their student athletes to watch the video that is part of the IHSA online concussion certification program to increase athlete awareness of the risk of concussions and sub-concussive hits to the head.

LOST AND FOUND

The school is not responsible for lost or stolen articles. All articles should be turned in at the Reception desk. Articles may be claimed from this location. Students are strongly discouraged from bringing valuables to school.

PARKING

The school provides parking for students with a valid driver's license who have completed the application process and submitted the parking fee. The school is not responsible for the vehicle or its contents while parked on school property. If there are reasonable grounds for suspecting that drugs, alcohol, stolen property, or other contraband is contained in a vehicle, it is subject to search by a school administrator in the presence of the student and/or her parents.

In order to have parking privileges at Regina Dominican students must:

- Display a valid Regina Dominican parking tag;
- Park in the designated student parking zone
- Observe the 10 MPH speed limit and be cautious as they exit onto Locust or Romona Rd.
- Report any accident to the Assistant Principal;
- Report any changes of vehicle or license plate to the Academic Programs Coordinator;

Violations of the listed parking regulations may result in consequences and loss of parking privileges.

STUDENT SERVICES

The primary goal of the Student Services Department is to personalize the educational experience of each student by systematically providing opportunities for ongoing personal interactions between each student and the counseling team. During a student's four years at Regina Dominican, her counselor becomes familiar with her academic and social emotional needs, abilities, and career/college ambitions. Through individual and small group counseling, the student becomes known and valued by her counselor as she reaches her academic/educational, personal/social, and career/college goals. Each counselor observes and encourages students' academic progress through careful monitoring of grades, standardized test scores, progress reports, career interest inventories, and classroom observations. The school social worker assists the counselors with positive behavioral support, and provides additional small group services to those students interested in addressing issues related to personal skill development.

The Student Services Department supports students from a holistic approach. Monthly large group guidance sessions provide an opportunity for students to increase their knowledge base and personal growth in areas such as study skills, goal-setting, standardized test preparation, self-esteem, healthy decision-making, freshmen transitions, the college application process, career planning, and 4-year educational plans. They are available to meet with students and parents at any time for

conferences. Conferences are held with a multidisciplinary team to assist students in reaching their academic potential. The open-door policy practiced by the Student Services Department encourages students to seek assistance whenever necessary within the context of a relationship that is warm, nurturing, growth-enhancing, and confidential. Students' needs for support services such as counseling and social work are evaluated when any school staff member believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community.

The Regina Dominican Framework for Success delineates the roles of the student, parent/guardian, school counselor, and teacher to ensure academic success.

COLLEGE ADMISSIONS PREPARATION

Regina Dominican is accredited by Cognia and recognized by the Illinois State Board of Education and the National Catholic Education Association, academic credits earned at Regina are generally accepted by all colleges and universities across the United States. Acceptance at a particular college or university, however, depends on a variety of considerations:

- *satisfying all entrance requirements including: program prerequisites, scholastic*
- *achievement, entrance examination scores*
- *qualifying in character and personality*
- *meeting standards regarding participation in co-curricular activities*
- *meeting application deadlines*

To gain admission to the college of one's choice, it is essential to begin planning early. Students are provided a Naviance account during freshman year. Naviance is a college and career platform that provides students the opportunity to take a myriad of personality and career assessments as well as research colleges and college majors. Students and parents meet with the college counselor during their junior year to review the college admission process.

WORK PERMITS

Students who are younger than 16 may obtain a work permit from the registrar.. Application forms must be completed by the employer and submitted to the registrar accompanied by the student's birth certificate, social security number, and a letter of approval from a parent or guardian.

CO-CURRICULAR ACTIVITIES

Our co-curricular offerings provide a wide variety of opportunities for students to develop athletically and socially as well as to explore interests and passions. Participation in co-curricular activities has been proven to enhance student achievement and enjoyment of their high school years. Students must maintain an academic eligibility standard to participate in athletic and co-curricular activities. Students may be withheld from athletic participation or co-curricular activities due to violations of the discipline code, excessive absences, or as a result of a behavior contract.

ATHLETICS

FALL SEASON

Cross Country
Flag Football
Golf
Tennis
Volleyball

WINTER SEASON

Basketball
Bowling

SPRING SEASON

Lacrosse
Soccer
Softball
Track & Field

PHILOSOPHY

Athletics are an integral component of Regina's commitment to develop and educate the whole student. Regina Dominican strives to create a definable sports culture by providing tools and training to our student-athletes, parents, coaches, and administrators. In alignment with the school's Strategic Plan, our goal is to promote leadership in Athletics by developing our student-athlete's self-confidence, resilience, teamwork, mental toughness, discipline, and respect for others. By impacting a student-athlete's character and values on the field of play, Regina has a significant opportunity to impact the young women who will be our future leaders.

ATHLETIC CODE OF CONDUCT

All students participating in athletics must comply with conduct requirements set forth in this handbook and all other Regina Dominican policies, procedures, regulations and rules at all times and places, including after school, on days when school is not in session, during summer and other breaks, and on and off school property. Any conduct that would violate such policies, procedures, regulations or rules constitutes a violation of this code of conduct. This includes, but is not limited to, any conduct that is detrimental to the reputation of the school, that disrupts the good order of the school or its athletic or extra-curricular activities, or that may be harmful to the school or its athletic or extra-curricular environments or to any individual or group of individuals within the school community or related athletic or extra-curricular communities, including, but not limited to, the following categories of offenses:

Category 1: Academic dishonesty; inappropriate behavior and/or acts of unsportsmanlike behavior such as, but not limited to, hazing, fighting, gambling, verbal abuse, and harassment of faculty, officials, players, spectators, students, or coaches, theft, or vandalism; and falsification of information or signature.

Category 2: Use, transfer, possession, or sale of tobacco, nicotine products, vape pens, accessories, or look-alikes.

Category 3: Use, transfer, possession, or sale of alcohol, marijuana, steroids, or any illicit drugs, drug paraphernalia, look-alikes, or abuse of prescription/non-prescription drugs.

Code of Conduct Consequences: A student who violates the Athletic Code of Conduct or any school policies, procedures, regulations, or rules, including as set forth in this handbook, may face disciplinary action both in school and with respect to the athletic and co-curricular activities in which she participates. Consequences may be imposed in athletics even if more formal school discipline is not imposed. If a student is not currently participating in athletics and engages in conduct that would violate these expectations, the consequences will be enforced for the full period of time justified by the conduct should the student decide to begin participating in athletics at a later date. Consequences for violating the Athletic Code of Conduct may include, but are not limited to, loss of privileges, suspensions from practices or games, or loss of interscholastic eligibility, as determined by the School in its sole discretion. While the School maintains discretion to determine the appropriate consequence depending on the particular conduct, the following are examples of the consequences that may be imposed for particular types of offenses:

Category 1 and Category 2:

First Offense: Suspension from 20% of contest dates

Second Offense: Suspension from 40% of contest dates or loss of interscholastic eligibility

Category 3:

First Offense: Suspension from 50% of contest dates

According to the Gross Disobedience and Misconduct Policy, the School maintains the right to dismiss students for drug or alcohol-related incidents.

Suspensions may carry over from one season to the next or from one school year to the next until the suspension is complete. Violations will be administered as separate categories and will not accumulate together. Consequences for multiple violations must be served consecutively.

Appeal Process: Violations of the Code of Conduct must be appealed through the Athletic Director within one week of the Athletic Violation Notification. A committee composed of the Athletic Director, Assistant Principal, and Principal will consider such appeals.

Discretion of the Athletic Director: The Athletic Director has the discretion to handle situations not clearly identified in this code, in whatever manner the Athletic Director sees fit, acting in the best interest of Regina Dominican.

ELIGIBILITY

Regina Dominican is a member of the Independent School League (ISL) under the auspices of the Illinois High School Association (IHSA). Regina Dominican offers 10 interscholastic sports. Rules and regulations for athletic activities promulgated by these organizations are strictly enforced by the Athletic Department. In addition to the eligibility rules of the IHSA available on Regina's website (www.rdpantthers.org), the Regina Dominican Athletic Department enforces its own regulations. Reference the Regina Dominican Athletic Handbook for more information. To be eligible for participation in any interscholastic or club sport, each athlete must:

- o Complete online registration for athletics.
- o Submit a completed IHSA pre-participation examination form. This form must be completed annually and provides 395 days of eligibility from the date of the exam. Students may not participate in sports until this form is completed, including all signatures, and turned in to the Athletic Director's office. (Refer to Health Services – Sports Physical).
- o Meet the academic eligibility standards established by IHSA. The eligibility period is Friday until the following Friday.

- o If absent from school the day of a contest, have authorization from the Athletic Director or the Assistant Principal to participate in that day's contest. Authorization will be granted only if the absence was due to extenuating circumstances.

CLUBS AND ORGANIZATIONS

Each club at Regina Dominican seeks to enhance the educational experience of students outside of the college preparatory curriculum. All students participating in athletics/co-curricular activities must comply with a code of conduct at all times and places, including after school, on days when school is not in session and on and off school property. Members of clubs and organizations are required to uphold academic, behavior, or participation standards as set forth in a signed agreement generated by the club moderator. Violations may result in a student being placed on probation or removed from the club or organization.

Students interested in initiating a club/organization must contact the Director of Student Activities. Only Regina Dominican students can request and lead a club. The school does not allow student organizations to engage in politically partisan activities or fundraising. For more information on clubs, contact the Director of Student Activities. The following clubs and activities are renewed each year:

DOMINICAN PREACHERS

Preachers take on leadership roles throughout the school preaching the four pillars of Dominican life: prayer, study, service, and community in their personal style through academics, art, music, and assisting at school liturgies. For more information, contact the Campus Minister.

PEER LEADERSHIP PROGRAM

The Peer Leadership Program is designed to help first-year students experience a happy and healthy transition to Regina through communal interaction while enhancing student development through a mentoring relationship with a junior or senior student who functions as a "big sister." The program contributes to building a safe, supportive, and inclusive school climate while fostering student self-efficacy and sense of belonging. Junior and senior students have the opportunity to strengthen their leadership skills by mentoring first-year students in relationships that encourage positive and fun social interactions, leadership, academic achievement, and problem-solving. Peer Leaders host weekly small group meetings with their assigned freshmen during their lunch periods first semester. They also help with freshmen orientation and to facilitate activities in freshmen advisory. Students earn a .25 semester credit on a pass/fail basis for their participation in the program. Applicants are required to complete a Peer Leader application packet, interview for the position, and attend a summer leadership training workshop. Students must have a minimum GPA of 3.5 and meet the expectations of the discipline and attendance policies outlined in the Student Handbook. Also, Peer Leaders must abide by a Peer Leader Contract. The Peer Leadership Program seeks students who are compassionate, responsible, and self-motivated role models for the school and community. Skill development and competencies include (1) building self-confidence; (2) teamwork; (3) attitude management; (4) self-reliance (5) communication; (6) problem-solving; (7) social skills; (8) ways to celebrate diversity; (9) talking about issues commonly faced by adolescents; and (10) small group facilitation.

PERFORMANCE OPPORTUNITIES

- **Fall Musical:** Each year, Regina Dominican produces a major musical production. Participation is open to all students in good academic standing.
- **Spring Performance:** A second semester extracurricular production is open to all Regina Dominican students in good academic standing.
- **Tech Crew:** Each production needs backstage crews for painting, set construction, lighting, sound, props, costumes, and make-up. Any interested student may participate.
- **Music Concerts:** Students enrolled in Choir, Chorale, Symphonic Band, and Guitar participate in seasonal concerts throughout the year.
- **Orchesis Dance Ensemble:** This is a student-run dance company that provides an opportunity for students to express themselves creatively through dance. Students must audition to be a part of the company and must show an appreciation for dance through rehearsal, technique, and choreography. Commitment to after school rehearsals is required in preparation for the culminating showcase. Participation is open to all students in good academic standing.

STUDENT PUBLICATIONS

- **Crown:** The Regina Dominican's *Crown* newspaper is a digital publication produced by students enrolled in Journalism.
- **Yearbook:** Junior and senior students elect to take this project-based course. The staff hones writing and photography skills while utilizing cloud-based technology in their page design and layout to produce a professional print and digital yearbook.

HONOR SOCIETIES

INTERNATIONAL THESPIAN HONOR SOCIETY

This international honor organization recognizes the dedication and service of Regina Dominican High School students to theater. To qualify for invitation to membership, interested students accumulate points by participating in the various aspects of theater production. Members are expected to actively participate in all major productions at Regina to maintain their status. For specific information about membership, see the moderator.

MU ALPHA THETA

Mu Alpha Theta is the National High School Mathematics Honor Society dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school. Eligible students must maintain a specified GPA in a minimum of four semesters of mathematics. For specific information about membership, see the moderator.

NATIONAL ART HONOR SOCIETY

This organization strives to recognize and develop the artistic talent of its members and to encourage them to use their talent in service to school and the larger community. Qualifications for membership include art scholarship, service, and character. Only juniors and seniors who have maintained an "A" average in at least three semesters of art are eligible. Students are invited to join

and must complete an application process. Once admitted, students are required to attend all meetings and activities. For specific information about membership, see the moderator.

SOCIEDAD HONORARIA HISPÁNICA

This national honor society recognizes students whose achievement in the study of the Spanish language and culture is outstanding. Applicants must also demonstrate good character and citizenship within our community and maintain a specified GPA. Additional membership information is available from the moderator.

NATIONAL ENGLISH HONOR SOCIETY

The National English Honor Society (NEHS), founded and sponsored by Sigma Tau Delta, is the only national organization exclusively for high school students and faculty who, in the field of English, merit special note for past and current accomplishments. Membership in the National English Honor Society is an honor bestowed upon a student. Upon meeting initial criteria, students are invited to submit a membership packet for consideration. To be eligible for membership into the Regina Dominican High School Chapter of the National English Honor Society, a student must have maintained an "A" average in at least three semesters of English courses. For specific information about membership, see the moderator.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. NHS strives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. To be eligible for membership into the Regina Dominican Chapter of the National Honor Society, a student must be an incoming junior or senior and meet the national criteria for eligibility. Our chapter operates under two constitutions: its own and the Constitution of the NHS. For more information, see the NHS moderator. Membership is based upon excellence in four areas: scholarship, leadership, service, and character. The decision for membership is made by the Faculty Council with a final approval from the principal. A student becomes an official member of NHS after she has been formally inducted. Per National guidelines established by the NASSP, no student is awarded membership unless they attend the induction ceremony. Also, participation in NHS sponsored events is mandatory and students must follow the precepts presented by the Advisor, Faculty Council, and Principal. All members will be required to sign and abide by a code of conduct. Once elected into the NHS, standards must be maintained. Failure to maintain one of the NHS pillars of scholarship, leadership, service, and character, will result in a written warning or possible dismissal. Students who have transferred into Regina Dominican should bring a notarized letter from their previous school certifying their membership in the NHS. Transfer students should fully understand that they are responsible for meeting the Chapter's standards for membership. For specific information about membership, see the moderator.

THE NATIONAL JUNIOR CLASSICAL LEAGUE (LATIN HONOR SOCIETY)

Established in 1936, the organization seeks to promote the study of Greek and Latin, to benefit students and teachers by supplementing the classroom experience, and to impart an understanding of the debt of our own culture to classical antiquity. Junior Classical League students have demonstrated outstanding academic achievement and citizenship in Latin class. Additional membership information is available from the moderator.

TRI-M MUSIC HONOR SOCIETY

Chartered in 1962, the Regina Dominican Chapter of Tri-M exemplifies the long-standing school tradition of commitment to excellence in music education. To be eligible, a student must be

currently enrolled in a Regina Dominican performing group, maintain an A average in music and a B average overall, and undergo an audition. Demonstration of excellence in the following areas is also under consideration: character, leadership, service, and academics. For specific information about membership, see the moderator.

NATIONAL HONOR SOCIETY FOR DANCE ARTS

The Society promotes a desire for life-long learning in the field of dance and encourages an understanding of, and an appreciation for, dance as an art form. The students inducted to the society have demonstrated meritorious participation in a wide variety of dance activities along with excellence in academics and character, with particular attention to collaborative teamwork, motivation, and leadership. For specific information about membership, see the moderator.

THE RHO KAPPA NATIONAL SOCIAL STUDIES HONORS SOCIETY

Rho Kappa is the only national organization that recognizes high school juniors and seniors for academic excellence in the field of Social Studies. The society's mission is to promote scholarship and leadership in social studies education and to encourage civic engagement among its members. Founded in 2011, the society strives to encourage an interest in, understanding of, and appreciation for the social studies. Additional membership information is available from the moderator.

THE SCIENCE NATIONAL HONOR SOCIETY

This society recognizes students who have excelled in the field of science. It strives to engender a new generation of young thinkers who will be the future of industry, research, and scientific exploration while also promoting leadership and community service. Membership in this society enhances science education and positively impacts students by providing networking opportunities, skill development, and avenues for pursuing science related careers. For specific information about membership, see the moderator.

STUDENT LEADERSHIP BOARDS

CLASS LEADERSHIP BOARD

The sophomore, junior and senior classes elect their own officers and advisory representatives. The freshman class elects officers and representatives at the end of the first semester. The Class Leadership Boards plan class activities throughout the year. Events can include dances, socials, service projects, and charitable fundraisers. All leaders will be required to sign and abide by a Leadership Contract and attend mandatory training. Class Leadership Boards meet once a week after school.

DIVERSITY, EQUITY, AND INCLUSION LEADERSHIP BOARD

This student leadership board welcomes all members of the student community to discuss topics that impact our school, community, and beyond. The board plans activities to raise awareness of issues related to diversity, equity, and inclusion. The board's mission aligns with the words we pray in the Dominican Blessing asking God to give us "feet to walk the path of justice." For more information, see the moderator.

STUDENT COUNCIL

Five Student Council officers, one historian, and advisory representatives from each class provide leadership for the student body, promote communication between students and faculty, foster loyalty to the policies of Regina Dominican, teach comprehension of democratic ideals, and promote school spirit. Activities include faculty celebrations, gnomocemoH, Winter Bash, and the Variety

Show. Regina Dominican Student Council is a member of the National Association of Student Councils and the Illinois Association of Student Councils (IASC). All leaders will be required to sign and abide by a Leadership Contract. The Student Council meets weekly after school.

QUALIFICATIONS FOR STUDENT LEADERSHIP

The following qualifications must be met for a student to run for office:

- Must have a cumulative and current “C” average with no incidents of academic dishonesty;
- May not be on an academic or behavior contract

Students running for office must also meet minimum requirements for attendance and behavior infractions.. A student may not hold more than one leadership position: Student Council Officer, Class Leadership Board Officer, DEI President or VP, National Honor Society President or VP.

Students running for office will be required to abide by campaign guidelines. To be elected, a candidate must have a simple majority of the votes cast on the day of the election. Candidates running unopposed must gain at least 50% voter confirmation. If the office of president is vacated, the vice-president will assume the office of president. To remain in office, qualifications for candidacy, outlined above, must be maintained. In addition, students must be academically eligible to fully participate in their leadership role. A student leader will be placed on probation after two unexcused absences from meetings and/or events and removed from office after three unexcused absences. Student leaders must uphold the code of conduct outlined in their Leadership Contract. Students may be placed on probation or immediately terminated from their leadership position for acts of academic dishonesty and/or other behavioral infractions. For specific information about membership, see the moderator.

SCHOOL POLICIES

The following school policies are in place to create an atmosphere conducive to learning, where all members of the community feel a sense of belonging and respect.

ACCEPTABLE USE POLICY

Regina Dominican believes that access to information is an inherent right of every individual. We support and promote the use of current and emerging technologies to enhance the instructional environment of the school with regard to resource sharing, innovation, and communication. All students are required to have a laptop for school use.

The use of the school technology resources and access to the Internet is a responsibility. Improper or prohibited use of the school computer network may result in disciplinary action. This section applies to all students of the school when on school property and at school related events and activities. Use of Regina Dominican's electronic information systems is limited to academic and research pursuits and must be consistent with the educational objectives of the school. Users of the school's electronic resources have no expectation of privacy with respect to use of the School's electronic resources, including access of the school's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via the school electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the school's electronic resources. The school reserves the right to monitor users' activities on the school electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the school's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the school.

Social media tools can be a valuable resource of a larger communication network used for academic and personal development. Interacting across social media is held to the same standards of civil behavior and respectful discourse. Students are cautioned to use good judgment regarding their communications as they will be held accountable for their postings on social media sites. Cyberbullying, including sending or displaying offensive messages or pictures or harassing, is prohibited.

The school 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, the school may require the student to share content in the course of such an investigation, conducted by the principal or his/her designee. 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.

Personal Electronic Devices

The use of personal electronic devices, such as cell phones, iPads, or headphones and earbuds, is prohibited during instructional time. All personal electronic devices should be turned off and stowed for the duration of the class period in the designated holder upon entering the classroom. In addition, students may not access their personal electronic devices during all-school gatherings, such as assemblies and Morning Meeting, without the permission of their advisory teacher. Personal

electronic devices may be accessed during study hall and advisory at the discretion of the teacher and during lunch, passing periods, before and after school. Devices must be silenced at all times.

Misuse of technology during class time includes but is not limited to unauthorized use of one's personal device, laptop, or Apple Watch; or accessing documents or websites not related to classwork while in class. Consequences may include an after school detention session. If an electronic device is visible, audible, or on a student's person (turned on or off) during a test or quiz, the incident will be treated as an act of academic dishonesty.

Use of school technology, including school electronic resources and personal technology, on school property and at school related events and activities must comply with this AUP, all other school policies, administrative procedures, handbooks and guidelines governing use of the School's electronic resources, as well as the school's discipline policy.

Acceptable Use – General

Only authorized users may access the school's electronic resources. This includes connecting personal technology devices to the school's electronic resources, including the Internet and Wi-Fi. Access to the school's electronic resources is intended for educational and extra-curricular purposes and school business. Students may use the school's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and the use does not violate any other school policy or state or federal law and implementing procedures. Users must take reasonable steps to protect the security of the school's electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user's password or profile. Any user who becomes aware of a security breach must notify a school representative immediately. Users are responsible for appropriately using the school's electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a teacher or administrator before engaging in the particular use.

Unacceptable Use – General

Users are expected to conform to general expectations of norms outlined in this AUP and other school policies when using the school's electronic resources. This AUP sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses. The following are examples of uses of the school's electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging the school electronic resources or the electronic resources of others via the school electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking";
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;

- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any school policy;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Any use for a commercial purpose where the user does not have the express written authorization of the school;
- Uploading or downloading material, including software, without express authorization of a member of the school's technology staff;
- Taking pictures/videos of classmates, faculty/staff, or classroom activities without permission;
- Violating of copyright laws as they pertain to text and/or graphics;
- Using a faculty computer, student device, or gaining access to another's data without permission;
- Sharing one's account or password;
- Causing intentional or unintentional damage to electronic resources;
- Stealing electronic devices or resources;
- Sending a group email to members of the Regina community without permission from a teacher or administrator; and
- Any attempt to do any of the above.

A user should notify the school's administration immediately upon receipt of a communication through the school's electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Confidentiality of Private Information

Users of the school's electronic resources must comply with all policies and procedures that govern confidentiality of private information, including policies governing student records and personnel records or information, when using the school's electronic resources.

Disclaimer, Limitation of Liability, and Indemnification

The school does not guarantee the quality of the services provided through its electronic resources. The school makes no guarantees about the accuracy of information accessed through its electronic resources. The school is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources. All users assume full responsibility for any costs, liabilities, or damages arising from their use of the school's electronic resources, and must reimburse the school for any loss incurred as a result of their use to the extent allowed by law. The school is not liable for the actions of users of its electronic resources.

Consequences of Violating AUP

The activities covered by this policy are privileges, not rights. The school reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUP and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such

privileges and may lead to other consequences including discipline, referral for civil and/or criminal prosecution, and any other consequence authorized by law. The school's ability to impose consequences for violations of this AUP is not limited to conduct that occurs on school property, at the school related events and activities, or during the school/business hours. For example, student misconduct on technology may lead to consequences under this AUP or other school policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, School operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

Notification of Policy and Acknowledgement

All students of the school's electronic resources are required to sign and return to the school an acknowledgement form indicating that the user has reviewed, understands, and agrees to abide by this AUP and any related administrative procedures, handbooks, and guidelines. A parent/guardian of each student must also sign and return an authorization form. Any person who fails to return a signed authorization form as required by this section shall be refused the privileges of accessing or using the school's electronic resources, using personal technology for educational purposes or the school business, using personal technology on the school property and at related events, and operating Internet and social media websites for the school or as a student or employee of the school. A signed authorization form shall remain valid and on file indefinitely, although the school may require a new form be completed from time to time.

Even if there is no signed form on file, any person who accesses the school's electronic resources, uses personal technology to conduct school business, uses personal technology on school property agrees by that conduct to abide by the terms of this AUP and any implementing administrative procedures, handbooks, or guidelines.

ATTENDANCE

Regina Dominican High School, in accordance with state law, requires students to be in attendance daily during the entire regular school term. Attendance records are part of a student's official school transcript. Consistent class attendance provides continuity in learning. The personal interactions between students and teachers and among students are essential components of the Regina Dominican educational program that can be negatively impacted by inconsistent student attendance. Students are responsible for the completion of all homework and assignments missed during the time of absence. It is the student's responsibility to obtain class work and assignments and to arrange and comply with a schedule for completion. Credit is allowed for make-up work and examinations if the student complies with the schedule. Teachers will provide reasonable assistance to students who are absent. Students are required to be in attendance for assemblies, liturgies, and special programs.

ABSENTEEISM AND PARTICIPATION IN ATHLETICS AND CO-CURRICULARS

To practice or participate in an athletic/co-curricular activity or a retreat, the student must be present for at least half of the school day. Verified doctor appointments, funerals, and court appearances are exceptions. For weekend events, the student must be present in school on the school day prior.

CHRONIC ABSENTEEISM

If a student accumulates excessive semester absences from a single class period she may be placed on an attendance contract in an effort to improve daily attendance.

EXCUSED ABSENCES

Absences resulting from illness, death in the family, family emergency, attendance at a mandatory court or administrative hearing, medical quarantine, or attendance at a school-related, approved school functions may be excused, if the required procedures are followed.

- **Call Required:** Parents/guardians are required to phone the Attendance Office at 847-256-7660 ext. 280 by **8:30 a.m. each day the student is absent** for all or part of the day. If a phone call is not received, students will be marked with an unexcused absence.
- **Extended Absence Due to Illness:** In the case of an illness, the parent/guardian need not comply with the general procedure of calling the attendance officer each day of an absence lasting **four** or more days, if the parent/guardian and student comply with all of the following procedures:
 1. The parent/guardian notifies the attendance officer of the reason for the extended absence and the expected duration.
 2. The student brings a doctor's note justifying the absence and clearing the student for return to school.
- **Planned Absences for College Visits:** Juniors and Seniors may request up to two days of absence from school for college visitation.. Signed documentation from the college/university must be presented to the Attendance Office in order for the day not to be charged as an absence on the student's attendance record.
- **Planned Absences for Vacations, etc.:** The school strongly suggests that vacations be planned when school is not in session.
- **Clinic Dismissal:** If a student becomes too ill during the school day to remain in class, she must report to the clinic. If necessary, the school will contact the parent/guardian to make arrangements for an early dismissal. Students may not contact their parents for an early pickup prior to the school's approval of the early dismissal. Students who do so will be subject to consequences.

EARLY DISMISSALS

Planned early dismissals are strongly discouraged and should be requested only for urgent matters. When at all possible, professional appointments (i.e., doctor, dentist, etc.) should be made outside of school hours. In unavoidable cases, the student must present a note to the attendance officer **in the morning before school begins**. The note must include: the student's name, date and time of the requested dismissal, specific reason for the request, and parent/guardian's signature. The student should also advise her teachers of her forthcoming absence. The student must sign out at the Reception Desk when leaving school and sign in if returning after an appointment. For a dismissal to be noted as a "doctor's appointment," the student must present a doctor's note upon return. Depending on the time of day, early dismissals are charged as full or partial absences from school.

PARTIAL ABSENCES ON RECORD

Effective all days but Late Start Wednesdays: Students who arrive between 8:05 a.m. and 10:00 a.m. will be noted as a .25 absence. Students who arrive after 10:00 a.m. will be noted as a .5 absence. Students who arrive after 12:15 p.m. will be noted as a .75 absence. Early dismissals prior to 10:00 a.m. will be charged with a .75 absence. Early dismissals between 10:00 a.m. and 12:15 p.m will be charged with a .5 absence. Early dismissals after 12:15 will be recorded as a .25 absence.

Effective on Late Start Wednesdays: Students who arrive between 9:05 a.m. and 11:00 a.m. will be noted as a .25 absence. Students who arrive after 11:00 a.m. will be noted as a .5 absence. Students who arrive after 1:15 p.m. will be noted as a .75 absence. Early dismissal prior to 11:00 a.m. will be charged with a .75 absence. Early dismissals between 11:00 a.m. and 1:15 p.m. will be charged with a .5 absence. Early dismissals after 1:15 p.m. will be recorded as a .25 absence.

UNEXCUSED ABSENCES

An unexcused absence is a truancy. The following consequences will occur for unexcused absences:

- An administrator will meet with the student and her parent(s)/guardian(s) to discuss the situation and consequences.
- Students will not be allowed to participate in co-curricular activities, including athletics, on days of unexcused absence from school.

DETENTION SYSTEM

The detention system provides consequences for infractions of school rules. A detention may be issued for minor infractions such as

- Tardiness to school or class
- Dress code
- Student in unassigned area and/or no hall pass
- Inappropriate or unauthorized use of technology

Students who receive a detention for a tardy will serve detention during a portion of the lunch period on the day on which the tardy occurred. For all other infractions, students will be required to stay after school on the day of the infraction to serve the detention. After school detention sessions are scheduled Monday, Tuesday, and Thursday from 2:45 - 3:15 and take precedence over other scheduled after school activities, work commitments, and appointments. Upon review of any incident in which a student fails to follow school rules, the administration reserves the right to apply consequences in addition to, or in place of, the disciplinary actions outlined here.

DISCIPLINARY PROBATION

A student who commits a serious offense or has received multiple disciplinary referrals may be placed on disciplinary probation, which includes the enactment of a behavior plan. A behavior plan may be utilized as an instrument for addressing inappropriate behavior. The plan is an agreement signed by the student, parent/guardian, and the Assistant Principal stating the expectations required of the student and the consequences for violation of the plan. The plan may include a limitation on specific privileges at the discretion of the Assistant Principal and Administration. A student whose conduct warrants disciplinary probation for two consecutive semesters may be dismissed from Regina Dominican.

DRESS CODE

The Regina Dominican dress code upholds the school's tradition, fosters a positive public image, and creates an atmosphere conducive to learning. Students must be neatly dressed in clean, hemmed uniforms. Students in violation of dress code policy will be subject to consequences outlined in the Detention policy. No school dress code can explicitly state or cover every situation. The dress code is in effect from 7:45 to dismissal. Exceptions for field trips and special events may be granted.

UNIFORM DRESS CODE

- **Required skirt or black uniform pants**
- **Required Polo Shirt:** Short or long-sleeved polo shirt in black or white with the Regina crest.
- **Optional Outerwear:** Black or blue crewneck sweatshirt with the Regina crest. Seniors may wear their senior sweatshirt
- **Required Blazer:** May be worn daily.; must be worn on designated dress days and for special events
- **Required Socks and Shoes:** Socks must be worn.. Black tights or leggings may be worn under the skirt. (Yoga pants, sweatpants, and pajama pants are not permitted during the school day.) Gym shoes are the only acceptable footwear.

As additional items become available through our uniform vendor, students will be permitted to purchase and wear them as part of the dress code.

	Skirt (Worn in place of uniform pants) Solid charcoal (Grade 9) Plaid (Grades 10-11, Available Fall) Schoolbelles Plaid (Grade 12)
	Pants (Worn in place of uniform skirt) Black Chinos Slouchy Trousers (Available Fall)
	Polo Shirt (Required) Black or white, long or short sleeved, with Regina crest
	Blazer (Required) Black Our dress uniform includes the blazer, which will be worn for mass, assemblies, and special events
	Crewneck Sweatshirt (Optional) Black with Regina crest (Purchase from Colours) Blue with Regina crest (Available Fall from Regina) Senior Sweatshirt (Available Fall from Regina)
	Leg and Footwear (Gym shoes only, required) For warmth or modesty, students may wear solid black leggings under the uniform skirt. Socks and gym shoes, the only acceptable footwear, must be worn each day.

SCHOOL IDS

The school ID is worn everyday school is in session regardless of the dress code. Current IDs must be worn on school issued lanyards around the student's neck and must be visible to all school personnel. A student's ID must never be given to or worn by another student.

JEANS FOR GREEN

Students contribute \$1 to participate in a Jeans for Green dress down day to support a philanthropic cause. Jeans are not required; however, students must be appropriately dressed. If a student chooses not to participate, she may wear her school uniform.

PEP RALLY THEME DAYS

On theme days, students are encouraged to show their school spirit and dress according to the designated theme. If a student chooses not to participate, she may wear her school uniform.

SPIRIT-WEAR FRIDAY DRESS CODE

Students are encouraged to participate in this special dress code each Friday unless a Jeans for Green day is designated or an event/activity calls for the uniform dress code. Students may wear Regina Dominican athletic, club, or spirit wear tops with their uniform skirt or pants. All other uniform policies remain in place.

NON-UNIFORM DAYS

Non-uniform days may be earned through student participation in the raffle. Non-uniform days may also be granted due to weather or as an incentive toward a goal. On those days, students are expected to dress appropriately and modestly.

UNIFORM RENTALS

When a student does not have her uniform polo or skirt, she may make arrangements before school to borrow items if available.

EXPULSION

Any activity by an individual or group that disrupts the good order of the school or that may be harmful or disruptive to any individual or group of individuals within the school community or its environment is grounds for dismissal. In particular, a student may be subject to expulsion for any serious violation which could include, but is not limited to, the following: chronic disciplinary problems; blatant disrespect; causing bodily harm; stealing; being under the influence of drugs and/or alcohol; possession, use, or sale of drugs and/or alcohol. The administration reserves the right to take any disciplinary action it feels necessary in cases involving inappropriate behavior not outlined here. In cases where expulsion is considered, the administration, in its sole discretion, when deemed appropriate, may convene a disciplinary review board, consisting of faculty and administrators, who would review the case before a determination would be made. The administration may also take action that results in immediate dismissal if the student's presence in school constitutes a threat to the safety of the school community, if the student is involved in any criminal activities, or in other circumstances where immediate dismissal is appropriate as determined by the administration in its sole discretion.

GROSS DISOBEDIENCE AND MISCONDUCT

Gross disobedience or misconduct includes any action that threatens the safety of any member of the Regina Dominican High School community. Students shall be subject to disciplinary action, up to and including suspension or dismissal from Regina Dominican, for such actions. Students may be immediately suspended from school for gross disobedience or misconduct, including but not limited to any of the following violations pending a meeting with her parents and the

Administration. Students who are invited to remain in the Regina Dominican community following such conduct may be required to sign a discipline contract.

Gross disobedience or misconduct, includes, but is not limited to, the following conduct:

- selling, purchasing, distributing, or transferring illegal or prescription drugs or alcohol on or off campus
- gang activity
- possession of weapon(s)
- physically harming another person
- putting oneself or others in physical danger
- any behavior which violates city, state or federal law.

All behaviors that violate city, state, and federal laws on campus or at school sponsored events may be reported to the appropriate law enforcement agency.

Possession of Prohibited Items: The following items are prohibited in the school building, on school grounds, or at any school-sponsored activity:

- Illegal Substances (drugs, alcohol, tobacco, nicotine products, and look-alike products)
- Matches and or lighters
- Weapons
- Irritants/Propellants such as pepper spray

DRUGS AND ALCOHOL

The use, possession, distribution, purchase, selling, or offering for sale of the following prohibited substances is forbidden for all students on school property and at school-sponsored events or activities, whether on or off campus:

- Alcoholic beverages;
- Illegal drugs and controlled substances
- Any prescription medication for which the student is not the prescribed patient. Even if a student is the prescribed patient, the student will be considered to have violated this rule if the student has not previously notified and received permission from the school to have the medication on school property or at a school related activity or event; if the student uses the medication at a time or in a manner that is not consistent with the prescription; or if the student distributes, sells, or offers to sell the medication to another person;
- Any substance that the student believes or represents to others, by actions or words, will cause intoxication or some other physical or psychological change in the body, and that is not prescribed to the student and being used by the student with prior notification and authorization by the school, under the prescribed conditions, and for the prescribed purpose;
- Any "look alike" or counterfeit substance for any of the substances described above;
- Any paraphernalia or devices to be used to grow, process, store, conceal, inject, inhale, or otherwise consume any of the substances described above.
- Confiscated substances and paraphernalia will be turned over to the school resource officer.

For purposes of this rule, a student who is under the influence of or in constructive possession of one of the prohibited substances will be considered to be in possession of the prohibited substance. Constructive possession means that the student knowingly was present at a location or time where a prohibited substance was used, possessed, distributed, purchased, sold, or offered for sale took place. The student herself does not have to be in actual possession of the substance to be in violation of this policy.

The following are examples of procedures and consequences that may apply for violations of the drug and alcohol policy. Different procedures and consequences, including more serious consequences, may be followed or imposed in any particular case, at the discretion of the school administration and on a case-by-case basis.

- A student who is suspected of being in possession of or under the influence of alcohol may be subject to a breathalyzer test. The student's parent will be required to sign and return a release of information to allow the school to communicate with the testing agency. The refusal to participate in or authorize such a test or sharing of results will lead to a finding that the student was under the influence of alcohol.
- If a student is suspected of use, possession, distribution, purchase, sale, or offering for sale of any other prohibited substance or paraphernalia, the school may require the student to seek an immediate drug test at a school-approved agency. The student's parent will be required to sign and return a release of information to allow the school to communicate with the testing agency. The refusal to participate in or authorize such a test or sharing of results will lead to a finding that the student used a prohibited substance.
- Any student suspected to have used, possessed, distributed, purchased, sold, or offered for sale a prohibited substance may be immediately suspended while the incident is reviewed.
- As part of its review, the administration will notify the student's parent(s) of the nature of the student's alleged misconduct and will hold a conference for the parent/guardian to discuss the incident with the administration. Following the conference, the parent/guardian may be offered the option to have the student's consequences reduced if the student is evaluated within three days at a school-approved agency. If such an option is not offered or if the student is not so evaluated within three days, the student will receive up to a 10-day out-of-school suspension and may receive other disciplinary action, including but not limited to dismissal from Regina Dominican High School.
- As set forth above, Regina Dominican High School prohibits the sale/purchase and/or distribution or transference of prohibited substances on school property or at a school sponsored event or activity. A student may be subject to expulsion if found to have engaged in such conduct.
- For all other violations of this policy, the administration will consider all information obtained during the review, and will implement a consequence for the student, up to and including dismissal from Regina Dominican High School. A student may be reinstated at the discretion of school administration, dependent upon the fulfillment of any requirements required by the administration.

If re-admittance to Regina Dominican High School is permitted, the student may be placed on a Disciplinary Probation contract and the conditions for reinstatement will be outlined in the contract. After care-sessions, intervention programs, and additional random drug testing, where deemed necessary, may be a requirement for continued attendance at Regina. If a student who has been reinstated following a drug/alcohol related incident is involved in any subsequent drug or alcohol related incident, the student may be subject to immediate expulsion from Regina Dominican High School.

Student athletes and students participating in co-curricular activities are subject to a code of conduct regarding drugs and alcohol, which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct for more details.

IMAGING/NAME LISTING PERMISSION

Parent(s)/guardian(s) give permission for students and families to be featured in marketing and communication materials by signing the Handbook Contract. The agreement is as follows: "The administration of Regina Dominican High School and its agents have the rights to use sound, video, and photographic images of my daughter for news releases, promotional brochures, and other school related productions. Additionally, I give permission for my daughter's image, work, and first and last name to be used on the school website, school social media, or department web pages. I also give permission for my daughter's first and last name to appear in newspaper press releases/church bulletins."

LOCKERS

All students will be assigned a locker in the 2nd floor locker bay. Students may access their locker before or after school, during lunch, or between classes. Students will use a combination lock of their own and provide the combination to their Advisory teacher. 9th graders will be given a locker during Freshman Orientation. Lockers should be kept locked at all times to protect one's belongings. The school is not responsible for the loss, theft or damage to any contents in the locker. Students may not share lockers and should never give their combination to other students. Students are responsible for the condition and contents of their assigned locker. Do not store food in the lockers overnight. Students may decorate the inside of their locker in a school-appropriate manner. No paint, markers, chalk, stickers, decals, scotch tape, or any other permanent or defacing decorations are allowed inside the lockers. On the outside of the lockers, students may post birthday wishes, good luck messages, and other celebratory displays using magnets only. No paint, markers, chalk, stickers, decals, or tape are allowed on the outside of the lockers. Unassigned lockers are not available for storage. As a reminder, lockers are the property of the school, not the individual student they are assigned to, and as such, can be opened and searched by school authorities at any time.

REPORTING SYSTEM FOR FIREARMS, DRUGS, BATTERY INCIDENTS

The School Principal will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. Upon receipt of a written complaint from any school personnel, the principal will report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The principal will also report these incidents to the State Board of Education through existing school incident reporting systems in IWAS. The principal will immediately notify local law enforcement of firearm incidents on school grounds. If a student is in possession of a firearm, then the principal will also immediately notify the student's parent or guardian. The principal is also responsible for immediately notifying local law enforcement of verified incidents involving drugs occurring on school grounds. The chief school administrator shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

SMOKING/VAPING

Smoking and vaping is prohibited in the school building, on school grounds, and at any school-sponsored event. Being in possession of matches, lighters, or tobacco products constitutes intent to smoke and is a violation of the smoking policy. This includes the possession or use of e-cigarettes, vapor/liquid-based tobacco/nicotine dispensers and products, such as nicotine pouches. A student may be considered in violation of the smoking regulations if she is in the vicinity from which smoke is exuding. Students are subject to disciplinary action and/or an in-school suspension.

Student athletes and students participating in co-curricular activities are subject to a code of conduct regarding smoking/vaping which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct.

STUDENT CONTRACT

A student who is struggling with academics, attendance, tardies, or discipline may be placed on a contract. The contract specifically lists the actions a student/parent must take and the outcomes the school expects in order for a student to remain at Regina Dominican. Contracts are normally enacted for one full year. At the successful completion of the contract, students are removed from the contract or a new contract is devised if necessary.

SUSPENSION (IN-SCHOOL OR AT-HOME)

Any student who engages in activity, either as an individual or group, that disrupts the good order of the school or that may be harmful or disruptive to any individual or group of individuals within the school community or its environment may be subject to suspension. The student may not participate in any school activities during the 24-hour period of any suspension day. A student who is suspended either in or out of school is required to complete class work missed on the day of her suspension.

TARDY AND LATE ARRIVAL

On time arrival to school is of critical importance to maintaining a successful academic status. Regina Dominican 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.

To avoid being tardy in the morning, students should plan to be at school by 7:30 am. While we recognize that from time to time unforeseen circumstances may arise and a student may be tardy, parents should not call or email to report a tardy. All tardies are considered unexcused unless the school determines that the circumstances warrant an excused tardy. To address this and not penalize students for an occasional tardy, students will adhere to the following system.

Tardies #1 and #2 per quarter	Considered unexcused unless the school determines that the circumstances warrant an excused tardy. No detention consequence.
Tardies #3 and beyond per quarter	Considered unexcused unless the school determines that the circumstances warrant an excused tardy. Lunch detention assigned.

Excessive excused or unexcused tardies from a single class period may result in an attendance contract, a detention session, or restriction from co-curricular activities. If a student accumulates 8 or more excused or unexcused tardies to a class, the student may be required to drop the course and attend a credit recovery course in the summer months. Students who arrive after 8:05 a.m. on regular schedule days will be noted as partially absent and not as tardy. Students who arrive after 9:15 a.m. on Late Start Wednesdays will be noted as partially absent and not as tardy. Please note that attendance and tardy data is part of a student’s permanent school record. See the Attendance Policy for details.

THEFT

Each student has the responsibility to properly safeguard personal possessions and those of others. Stealing demonstrates a direct disregard for the rights of others and will not be tolerated. All incidents of theft should be reported to the Assistant Principal. In all cases, the Assistant Principal will notify the parents of any student in the possession of stolen property or a student who is suspected of stealing. If a student is found guilty of theft, restitution must be made for the stolen property. In addition, the student will face disciplinary consequences as determined by the administration, which could include, but are not limited to, suspension, enactment of disciplinary probation, or dismissal. Student athletes and students participating in co-curricular activities are subject to a code of conduct, which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct. If an incident warrants it, the Wilmette Police Department will be notified.

TRUANCY

Truancy is the absence from school, a class, or a study period, without parent/guardian consent. The Assistant Principal notifies the parent/guardian of all truantries. The student forfeits the opportunity to receive credit for the class work and/or tests missed and the benefit from teachers' tutoring. In addition, the following consequences may apply:

- An administrator will meet with the student and her parent(s)/guardian(s). Consequences may include an in-school suspension, and/or a discipline contract.
- Students will not be allowed to participate in co-curricular activities, including athletics, on days of an unexcused absence.

EMPLOYEE PROFESSIONAL CODE OF CONDUCT

The Illinois State Board of Education has outlined a set of core principles, values, and responsibilities that educators must have in order to accomplish the goal of meeting the educational needs of every student. Many of these principles guide practice and professional excellence in relation to federal, state, and local policies regarding sexual abuse. Known as Faith's Law and Erin's Law, these amendments to the Illinois School Code aim to address sexual abuse prevention and responses in schools.

Under the Abused and Neglected Child Reporting Act (ANCRA) under Title IX of the federal Education Amendments of 1972, all employees of Regina Dominican have reporting requirements when abuse or neglect of a student is suspected. As such, all employees of Regina Dominican are required to complete all mandated reporter and Virtus training related to abuse as according to state and federal law.

The school has developed an employee code of professional conduct policy that addresses all required elements specified in 105 ILCS 5/22-85.5(d). It is expected and required that all employees of Regina Dominican maintain a standard of professional relationships and conduct with students that is age appropriate for the developmental level of our students. Parents/guardians are notified annually of this policy via the school newsletter, website, and this handbook.

In accordance with the requirements of Faith's Law, our employee code of conduct is as follows:

STANDARDS OF BEHAVIOR FOR SCHOOL PERSONNEL WHO HAVE CONTACT WITH MINORS AND VULNERABLE ADULTS

Healthy relationships among people are a foundation of Christian ministry and are central to Catholic life. School personnel in particular must be worthy of public trust and confidence. It is fundamental to the mission of the school that personnel conduct themselves in a moral and ethical manner consistent with Catholic principles. Personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor or principal and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Conduct applies to both on and off school grounds in sponsored activities. Therefore, as someone who ministers to minors and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults. I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of these Standards of Behavior will result in consequences up to and including dismissal or withdrawal from ministry. For purposes of these Standards of Behavior, "minor" is any person under the age of 18. "Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.

In accordance with requirements of Faith's law our employee code of conduct is as follows:

To achieve this, I WILL NOT:

- Have a personal relationship with any minor or vulnerable adult with whom I also have a professional relationship through my work/ministry/service, even if the minor or vulnerable adult initiates such personal relationship.

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner such as pinching, brushing the body, pushing, patting, feeling, tickling, rubbing, or massaging.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any closed room.
- Share any sleeping arrangements such as bed, sleeping bag or small tent with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute any form of sexual material to a minor or vulnerable adult.
- Introduce sexually oriented topics, vocabulary, music, jokes, propositions, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult unless it has been approved by the office and the agency or department responsible for developing the educational content.
- Provide alcohol, cigarettes, marijuana or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs, or be under the influence of prescription or over-the-counter medication due to misuse.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, threaten, harass (verbally or physically), or degrade another person.
- Use profanity or vulgarities in the presence of minors or vulnerable adults.
- Be nude (partially or full) in the presence of minors or vulnerable adults.
- Photograph minors or vulnerable adults without a written consent in the form of a release from a parent or legal guardian.
- Communicate with a minor or vulnerable adult through the use of electronic means, except when delivering information regarding a program, event, or school function.

To help me keep the promises in the Standards, I WILL:

- Report any suspected child abuse or abuse of a vulnerable adult, including child pornography, to the proper authorities.
- Avoid gratuitous physical contact with a minor or vulnerable adult. Gratuitous physical contact with minors or vulnerable adults can be misconstrued, especially in private settings. See “Conduct that Is Not Permissible” for examples of prohibited gratuitous physical contact.
- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than one child and at least one other adult present when using one’s own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving gifts to a minor or vulnerable adult without advance knowledge and approval of the parent, guardian or caregiver.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door does not remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations or closed rooms.
- Adhere to the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps when communicating with minors and/or vulnerable adults via email or other electronic means.

- Ensure that all activities involving minors or vulnerable adults (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which I am responsible have been approved in advance by my supervisor or administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Ensure no minors or vulnerable adults are left unattended after program/activity concludes.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips must include the type, locations, dates, and times of the activity, and emergency contact numbers of minors or vulnerable adult's parent, guardian, or caregiver.

PRACTICAL SUGGESTIONS

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between School personnel and minors and vulnerable adults constitutes a positive part of School life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate and applicable when initiated by the minor or vulnerable adult:

- Verbal praise
- Handshakes
- "High-fives," hand slapping and "fist bumps"
- Brief pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking
- Sitting beside
- Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are NOT TO BE USED:

- Inappropriate or lengthy embraces
- Kisses
- Holding minors over four years old on the lap
- Touching buttocks, chest, knees, legs or genital areas
- Being with minors or vulnerable adults in isolated areas such as bedrooms, closets, staff-only areas or other private and closed rooms
- Inappropriate physical affection in all places, non-public as well as public
- Being reclined with a minor or vulnerable adult
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adult to adult, or by adult to minor or vulnerable adult
- Any form of unwanted affection
- Compliments that relate to physique or body development
- Gratuitous application of sunscreen or any other topical salves, ointments etc.
-

CRISIS INTERVENTION

Schools are required by law to provide contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and for those students in grades 6-12 either the Safe2Help Illinois Helpline or a local suicide prevention hotline or both, on the back of each student identification card. Information for each of these resources is listed below:

National Suicide Prevention Lifeline - 998

Crisis Text Line - Text HOME to 741741 to connect with a crisis counselor

Safe2Help Illinois - (844) 472-3345 (844-4-SAFEIL)

DUE PROCESS

If a student believes she has been treated unjustly, she may request a hearing. To request a hearing, the student files a formal written complaint to the principal or to the Assistant Principal within 10 school days of the occurrence. The complaint describes the student's perception of the incident and specifies the ways in which the student has attempted to resolve it. If a hearing is granted, the student will present her grievance to the person(s) involved in the presence of a committee comprising the Principal and Assistant Principal, the student's Counselor, a teacher selected by the student, and other persons deemed necessary as determined by the Principal. All information shared at the hearing shall be held in confidence. The committee makes recommendations to the Principal who makes the final decision and informs the student of the outcome.