

# Resurrection College Prep High School

## Student/Parent Handbook



2025-2026

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## **Mission Statement**

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

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

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

## **Non-discrimination Policy**

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

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

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

Resurrection College Prep is committed to a diverse community, which includes qualified students with documented disabilities and other health limitations that may require reasonable accommodations to ensure access to education, extra-curricular activities and community events. Although the school cannot offer special education services for students with disabilities, the school is committed to providing reasonable accommodations to qualified students whenever possible. Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes a "qualified student with a disability" is defined as an individual with a disability who can meet and fulfill the fundamental requirements of the school's education requirements, with or without reasonable modifications to the school's policies or the provision of auxiliary aid or services.

"Reasonable modifications" include modifications in policies, practices or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the school's education or programs, or that would otherwise create an undue burden for the school. The school offers individual meetings between our student support team and our administration to determine what reasonable accommodations are available based on the student's individual disability or health limitations. If at any point a student thinks she needs additional support, she should contact her counselor.

### **Principal's Right to Amend the Resurrection College Prep Student/Parent Handbook**

The Principal of Resurrection College Prep High School retains the right to make amendments to the 2024-2025 Student/Parent Handbook during the school year for just cause. The Administration of Resurrection College Prep High School reserves the right to interpret rules and policies as individual situations and needs arise. If changes are made, the parent(s)/guardian(s) will be given notification of such changes in writing through electronic communication.

# Academic Policies/Handbook

## Graduation Requirements

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The course of study at Resurrection College Prep High School is a four-year program. All the credits outlined below must be earned in order for a senior to participate in the graduation ceremony and receive a diploma. Students who do not earn the required credits will be unable to participate in the Baccalaureate Mass and the Commencement Exercises unless a waiver is granted by the Principal in extraordinary circumstances.

1. Students are expected to carry a minimum of 6.5 courses per academic year unless granted a specific exception by the Executive Director of Curriculum. By the end of senior year, students must accumulate a minimum of 25 credits to be eligible for graduation.
2. It is the responsibility of students to be aware of graduation requirements and also to be certain that their academic program satisfies the requirements. It is also the responsibility of students to review their class schedules to be certain they are scheduled for the required courses.
3. Students in Illinois must pass examinations on the U.S. and Illinois Constitutions to graduate.

<b>CLASS OF 2019 onward</b>
4.0 ENGLISH
4.0 RELIGION
3.0 MATHEMATICS
3.0 SCIENCE
3.0 SOCIAL SCIENCE
2.0 WORLD LANGUAGES
1.5 WELLNESS
1.0 FINE ARTS
0.5 TECHNOLOGY
0.5 SPEECH
2.5 ELECTIVES
<b>25.0 TOTAL CREDITS</b>

## Adequate Annual Progress towards Graduation

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Each student must meet specific requirements to ensure her preparation for graduation in the term specified by her start date. Any student who does not meet the following requirements by the end of the Spring semester will meet with the Principal, Executive Director of Curriculum, her assigned guidance counselor and parents to discuss the possibility of her return to Resurrection in the coming term. After the meeting, the student will be placed on Academic Probation which will specify terms of continued enrollment.

<b>Class</b>	<b>Minimal requirements to advance to the next grade</b>	<b>Additional requirements</b>
9th grade	6 full credits including English 1, Math, Religion 1, Conceptual Physics	Service hours, Retreat
10th grade	12 full credits including English 2, Math, Religion 2, History, Chemistry	Service hours; Completion of any outstanding 9th grade requirements and 10th grade retreat
11th grade	18 full credits including English 3, Math, Religion 3, History, World Language 1, Biology	Service hours; Completion of any outstanding 10th grade requirements and 11th grade retreat

A student is placed on Academic Probation when either of the following occurs:

- A student fails one or more core courses (identified above) in a semester
- A student commits a third Academic Integrity offense

If a student is placed on Academic Probation for failure of two or more courses, *the student will lose the privilege of participating in any athletic or extracurricular activities for the semester in which the probation is active.*

The period of ineligibility will officially begin when the Executive Director of Curriculum sends written notification to the student and her parent(s)/guardian(s), which will be placed in the student's permanent file.

The period of ineligibility will remain in effect until the end of the probationary semester. Students on academic probation are ineligible to attend a school-sponsored retreat or field trip. Students on Academic Probation are required to complete all elements of the Academic Probation contract within the timeframe specified. Unless extraordinary circumstances, as determined by the Principal, are present, students will not be permitted to extend, modify, or repeat the terms of the academic probation. Students may not continue into a new academic year under probation from a previous year without a formal appeal process to the Principal.

## Fall Semester Course Failures

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A number of “continuation courses” are included in our class schedule; that is, courses in which the material of the second semester is dependent upon the knowledge of that of the first semester. These courses include:

1. All mathematics coursework
2. Conceptual Physics, Chemistry and College Biology
3. All World Languages
4. English I & II

In the event that a student fails the first semester of one of these courses, she will continue in the course during the second semester and if she earns a “C-” or better in the second semester, credit will be awarded for both terms. However, the grade from the first semester will remain on the transcript. If the student earns a grade below a “C-” in the second semester, she will need to remediate the Fall semester course in an approved program.

## Academic Integrity

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Academic dishonesty occurs when a student attempts to obtain or assist another in obtaining credit for work that is not her own. Resurrection College Prep High School’s policies and procedures concerning academic dishonesty are intended to encourage academic integrity. Administrators, faculty, students and parents share the responsibility for promoting an atmosphere in which personal integrity and accountability are valued. All violations of the Academic Integrity Policy will be cumulatively recorded for each student, freshman through senior year.

Examples of academic dishonesty include, but are not limited to:

- Use or possession of unauthorized notes, cheat sheets, marked hands, and clothing
- Improper use of devices such as, but not limited to, Chromebooks, iPads, cell phones, calculators
- Plagiarism, unauthorized copying, improper citation, failure to cite sources and use of online translation sources; an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author
- Copying material from another student or other source
- Allowing another student to copy from one’s own work
- Failure to comply with rules and instructions regarding testing and assignments
- Communicating class material/answers to another student during an exam or quiz
- Submitting falsified information for grading purposes
- Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher
- Removing or copying exams or quizzes from the classroom without the knowledge and consent of the teacher; (This is to be reported to the Executive Director of Curriculum immediately)
- Actions that earn credit for work which is not one’s own
- Use of AI without teacher knowledge and/or permission

## Academic Integrity Violations

### 1<sup>st</sup> Offense

In the case of a first offense, the teacher will meet with the student and notify the student of the violation and the subsequent sanctions. Student-athletes will also be found in violation of the Athletic Code of Conduct and will be disciplined in accordance with the Athletic Handbook. The teacher enters a grade of “0” for the plagiarized assignment/project/test. An opportunity to receive partial credit (up to 70%) on a makeup assignment will be at the discretion of the teacher. If a teacher decides to not offer this opportunity, they must first obtain permission from the Executive Director of Curriculum. After meeting with the student, the teacher will notify the student's parent/guardian. The teacher will then forward the information, including proof of the infraction, to the Executive Director of Curriculum.

### 2<sup>nd</sup> Offense

In the case of a second offense, the teacher will notify the Executive Director of Curriculum. At the direction of the Principal, a meeting will be held with the student, her parent(s)/guardian(s) and necessary faculty. The teacher will provide evidence of a violation for both the first and second offenses. The Executive Director of Curriculum will inform the faculty member, student, and parents/guardians of the sanctions to be implemented. Sanctions may include, but are not limited to: loss of credit on the assignment in question with no option for redo or point regain, mandatory meetings with designated staff to discuss circumstances surrounding the event, and academic probation for the remainder of the term.

### 3rd/Subsequent Offense

In the case of a third offense, the faculty member is to contact the Executive Director of Curriculum and submit proof of the third/subsequent violations. At this point, the Executive Director of Curriculum will consult with the Principal, who will take the lead. The student, her parent/guardian, counselor and the Principal will meet within 48 hours of communication with the parent/guardian of the offense. Possible sanctions include, but are not limited to: removal from any honor society, athletic and extracurricular ineligibility, immediate course failure, academic probation, and/or expulsion from Resurrection College Prep High School.

## Artificial Intelligence (AI) Principles and Beliefs

To maintain a culture of academic integrity, students are to refrain from using AI tools in this course unless with the express permission of the instructor. In those situations when the instructor has approved the use of AI, the following guidelines are in place:

1. Provide transparency about the use of any AI tool by disclosing that this tool has been used to generate ideas or write portions of the assignment.
2. Use such tools as a supplement to and not a replacement for one's own work.
3. Ensure appropriate citation of the AI source by including (a) the prompt or prompts provided to the tool, (b) the name of the tool (e.g., ChatGPT), (c) the date when the tool was used, and (d) the associated URL. (e.g., prompt: describe how vector marketing works. *ChatGPT*, 14, June. Version, OpenAI, chat.openai.com at <https://chat.openai.com/share/901dbfa0-88b4-401e-bf6f-541acd6a1caf>)
4. Demonstrate awareness that these tools have limitations including biases and errors by double-checking and verifying the accuracy of any content generated by using this tool.
5. Seek assistance from the teacher when in doubt about how to use AI tools ethically.

## **Academic Assistance**

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Resurrection College Prep is committed to assisting a student in managing her academics when her learning is disrupted for an extended period of time. Assistance could include changing a student's schedule, modifying or lessening her academic load, extending extra time to complete assignments or other interventions when need is indicated by the student's health care provider. If Resurrection College Prep is unable to accommodate the student's needs, her guidance counselor and Assistant Principal of Student Services will work with the student and her parents to determine the student's best options for continuing her education.

## **Excuses from Physical Education for Medical Reasons**

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When a student needs to be excused from Physical Education for more than one class meeting due to illness or injury, a written statement from her physician stating the reason for the excuse and the duration of the excuse must be brought to the Attendance Office. If the illness or injury is not serious enough to require care of a physician, a student may be excused from Physical Education for one class meeting upon written request from the parent. For any excused absence, the student must come to the Fitness Center during open hours to make up the class.

Students who have a chronic medical condition which requires exclusion from participating in Physical Education, an annual written statement from the student's physician must be submitted to the Registrar's Office. An MDX for Physical Education will be noted on the student's transcript. A full credit in other course(s) must be taken to replace the PE credit.

## **Parent PowerSchool Account**

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Clear, accurate, and timely communication between parents, students, and the school are essential for a student's success. A student's academic progress can be monitored daily in PowerSchool with a parent account. Email notifications or PowerSchool App alerts can be set to notify parents/guardians about grades and attendance in PowerSchool with a parent account. Email notifications or PowerSchool App alerts can be set up to notify parents.

## **Parent Contact with School**

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Resurrection College Prep values its partnership with our students' parents. Two important opportunities for parents and school staff to communicate are during Student Progress conferences. Parent/Teacher conferences are scheduled in October and March. These conferences provide an opportunity for parents to discuss their daughter's academic progress with her teachers.

## Late Work and Absent Work

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Per Resurrection College Prep policy, students are to turn in all assignments on time. Late work will result in the loss of one letter grade per calendar day.

Example:

Day 2 - highest possible grade is a B

Day 3 - highest possible grade is a C

Day 4 - highest possible grade is a D

When a student is absent due to a Kairos/ school sponsored retreat, college visits, field trips, and/ or illness or death in the family, the student will have as many calendar days to make-up work without penalty as days absent.

If a student misses a major assessment due to illness or a death in the family, the student is expected to make up the assessment the day they return. If a student misses multiple days, an extension will be granted. If a student consistently misses major assessments in class(es), the teacher has the right to determine the highest possible grade a student can earn on that assessment. Students who have extended absences will meet with their school counselor and Dean upon their return to draft a plan to complete all work and communicate with their teachers.

The late work policy is applicable to vacation days taken during the school year. Please see the Vacation Attendance Policy in the Student Handbook. Lack of internet accessibility while on vacation is not a valid reason for late work.

Teachers are available before and after school, and upon appointments to give individual help to those needing assistance.

## Grading Integrity and Post-Submission Grade Changes

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Resurrection College Prep High School is committed to fair, accurate, and transparent grading practices that reflect student learning and uphold the integrity of our academic program.

### Finality of Submitted Grades

Once grades are submitted and verified in the school's grading system, PowerSchool, by the published deadline, they become part of the student's official academic record. As such:

- Final grades must reflect documented evidence of student performance based on the grading criteria outlined in the course syllabus.
- Grades may not be altered, adjusted, rounded, or "bumped" after submission for the purpose of raising a student's final average or changing a letter grade.
- This includes practices that, if implemented, would result in any grade change.

## Permissible Grade Changes

Post-submission grade changes may occur **only** under the following circumstances:

- A clerical or calculation error has been identified and verified
- An assessment was entered incorrectly or omitted in error
- A previously approved accommodation or an administrative directive was not correctly applied and requires correction.

All grade changes after submission must be reviewed and approved by school administration and documented appropriately.

## Professional Standards Alignment

This policy aligns with the Danielson Framework for Teaching (2022), Domain 4b: Documenting Student Progress, which emphasizes the importance of maintaining accurate, transparent, and ethical records of student learning. Altering grades after submission for discretionary reasons compromises the accuracy of academic records and undermines the professional responsibility to document student progress faithfully and consistently.

## Rationale

This policy exists to ensure:

- Equity and consistency across courses and departments
- Transparency for students and families
- Integrity of academic records and transcripts
- Alignment with professional and ethical grading standards

Adjusting grades after submission—particularly in ways that result in uneven or discretionary outcomes—undermines consistency, creates confusion for students, and compromises trust in the grading process.

## Instructional Judgment

Teachers are encouraged to exercise professional judgment proactively during the grading period by

- Clearly communicating grading criteria in advance
- Providing timely feedback and opportunities for improvement

Questions regarding grading practices are to be directed to the Assistant Principal of Curriculum and Instruction.

## Semester Exams

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All students will take comprehensive first and second semester exams.

Final exam exemptions are a privilege, not a right, and faculty members have the responsibility for allowing/disallowing exam exemptions. In order for a Senior to receive an exemption from the Spring Semester Final Examination, the following criteria must be met by the deadline published by the Executive Director of Curriculum (usually 10 school days before the end of the term):

1. Course grade of 93% as of the deadline
2. No more than 5 absences from that class period in the Spring Semester. Those absences resulting from school events such as Kairos, retreats, field trips, etc. do not count towards this total.
3. Students must not have any suspensions in the Fall or Spring semester of her senior year and must not be on Academic or Behavioral probation.

The faculty member will submit the list of exempted students to the Principal by the published deadline. Once the deadline has passed, no student may be added to the exemption list unless an error was made resulting in their initial exclusion from the list. Please note that submitting late work, extra credit, or retesting/redoing of already assessed work after the deadline will not qualify a student. It is the responsibility of both the faculty member and student to make certain that the above criteria are met before exemptions are made.

## **Absences During Semester Exams**

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Students are required to attend assigned Semester Make-up Exam days to complete all exams due to an absence on the day of Semester Final Exams. Teachers will be present to proctor all make-up exams on the Make-up Exam day.

## **Course Change**

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### *Course Level Change: Course level*

A request to move from one level to another in a course may be initiated by a teacher, parent/guardian, or student by contacting the student's counselor. All requests must be initiated by the end of the second full week of the semester. The request will be reviewed by the Executive Director of Curriculum. If approved, the change will be made. If denied, the student will remain in the current course.

### *Course Change: Student initiated within the two weeks of class*

A student must bring a note from her parent as well as the "request to drop/add course" form to the Executive Director of Curriculum in the main office. The Principal will review the request and make a determination. If approved, the Executive Director of Curriculum will contact the student and the Registrar. The Registrar will make the schedule change and print a new schedule for the student which can be picked up in the Main Office.

When a student receives a new schedule that indicates the added or dropped course, the process is complete and the student will follow her new schedule. The student must continue to attend a course she is dropping until she receives the new schedule.

Courses may not be dropped after the tenth school day without the approval of the Principal in consultation with the Assistant Principal, Guidance counselor, student and her parent/guardian. If the course is being dropped and replaced with a different level (i.e. student changes English 1 College Prep Honors to English 1 College Prep), no academic penalty is incurred.

## Status of Student Reaching Majority Age

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Students who reach the age of 18 will continue to be subject to all school rules and regulations. Reports on academic performance, absences and misbehavior will be communicated to the parents or guardians. When the student reaches the age of 18, she will have access to her student records, in accordance with the Illinois School Student Records Act (P.A. 79-1108, 3-24-76).

### Field Trips

Field trips are an extension of the classroom. Therefore, school rules apply on all trips in addition to any special requirements chaperones may have. Additionally:

- A permission slip signed by the student and parent must be completed and turned into the trip chaperone before the date of the trip.
- Appropriate dress for the trip is expected and will be listed on the permission slip.
- Additional information may be requested by the chaperone to guarantee student safety.
- Students without the necessary permission slips will be unable to participate.
- Students are responsible for making up all class work missed as a result of attending a trip.
- Eligibility requirements and procedures for overnight trips are available from the sponsoring teacher.

## Financial Obligations

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Students may not be permitted to return for the second semester if the tuition account is not current. Students will not be able to participate in trips abroad if the tuition account is not current. All library fines must be paid before taking second semester exams.

## Graduation Privileges

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Upon meeting the academic and financial requirements for graduation, seniors will participate in the Honors Convocation, the Baccalaureate Mass, and the Commencement Exercises. The principal may determine whether a senior participates in these exercises if extenuating circumstances, such as severe illness or a family emergency, disrupt the senior's academic program.

Letters are sent to the parents of seniors who have balances on their tuition accounts on a regular basis as reminders that exams cannot be taken if the tuition balance is not paid in full. In addition to not taking semester exams, seniors with tuition balances may be ineligible to

- attend Prom, nor will prom payments be accepted if there is a balance on the tuition account;
- receive a cap and gown;
- receive final transcripts;

- Honors Convocation, the Baccalaureate Mass, and the Commencement Exercises

## Retreats

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Resurrection, as a Catholic school, takes seriously its commitment to provide spiritual formation for each student. Because of this, each student is required to attend a retreat every school year she is enrolled. The school provides one-day retreats for the Freshmen, Sophomore and Junior classes and several different opportunities for Seniors. Any student who misses a retreat for any reason is responsible for arranging her own retreat experience with the assistance of the Campus Minister.

## Student Records

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Resurrection College Prep keeps permanent records and temporary files for each of its students/graduates. This record includes courses and semester grades, attendance, standardized test results, birth certificates and immunization records.

The Illinois School Student Records Act (P.A. 79-1108, 3-24-76) provides access on the part of parents and eligible students (those 18 or over) to student records maintained by an educational institution. Requests must be in writing, state the specific record desired and state the reason for the request. Within three days of the request, an appointment will be made with one of the authorized school personnel to review the record for the parent and/or eligible student.

## Physical Exam/Birth Records

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All students enrolling at Resurrection College Prep must submit a complete physical dated during the same calendar year as enrollment. Required immunizations must be up-to-date by the last Friday of September. Students must present a birth certificate to the Registrar's Office prior to attending Resurrection College Prep. These records shall be maintained in the Registrar's Office.

## Official Transcript Request Form of Course Completion

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During the school year, parents/guardians can request an official or unofficial transcript through their parent account in PowerSchool with the 'Transcript Request' form. An official transcript request will be completed only if all financial and academic obligations are met. Upon graduation, the first Final Transcript is sent to the university/college declared by the student and subsequent requests may be made by following the directions on the Alumnae tab of the website: [www.reshs.org/alumnae](http://www.reshs.org/alumnae). Current students request transcripts electronically through Scoir.

## Employment Certificate of Minors

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Resurrection College Prep recognizes students' need to work during the school year. A student's primary responsibility, however, is to her schoolwork. The Illinois Department of Labor oversees the safety of minors in Illinois by regulating the employment of workers under 16 years of age. The law protects children by limiting working hours, prohibiting work in hazardous occupations, and requiring employment certificates (820 ILCS 205/1-22 Child Labor Law).

To initiate the process of obtaining an Employment Certificate of Minor, the student or parent may request an appointment with the Registrar. Details of the required documentation that must be prepared ahead of the appointment is available on the school website.

## ATTENDANCE

### Yearly Medical Requirements

New and transfer students are required to turn in the Certificate of Child Health Examination and Dental Examination by August 1st, or, prior to the first day of attendance in school or summer sessions. Seniors are required to provide certified proof of their second meningococcal vaccination by August 1st. Students will be excluded from school on October 15 if required records are not submitted and complete, per ISBE policy. Parents are regularly reminded by the Registrar, Mrs. Warren.

To see a complete list of medical requirements pertaining to students with asthma, allergies, diabetes, sports physicals and religious exemptions please visit our website.

### School Day

Resurrection's school day school day extends from 8:20 a.m. to 3 p.m. with the exception of early dismissal schedules, as noted on the school calendar. On those days students are dismissed at 1:40 p.m.

### Attendance Policy

Daily attendance lays the foundation for academic success. Resurrection College Prep's attendance policy is based on the understanding that presence in the classroom impacts academic growth. The Compulsory School Attendance Law in the State of Illinois requires that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis. Therefore, Resurrection College Prep students are expected to attend all their scheduled class periods daily.

Attendance, on-time arrival and daily participation is the responsibility of the parent. A guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A parent's notification through completion of the PowerSchool Student Absence Report or contact with the Dean to report an absence is mandatory; otherwise, a student will be considered truant and the associated academic consequences will occur.

Academic credit is issued by semester; therefore, attendance is reviewed and school response determined based on attendance throughout each semester.

It is the responsibility of the student to make up any work missed due to absence.

### Absences

Parents are encouraged to communicate to the Dean any special circumstances that may affect daily attendance.

In cases of illness, documentation can be submitted to the Main Office or Director of Student Life.

Documentation of medical appointments, hospital illnesses, or residential admittance must be submitted when the student returns from an absence.

**Procedures for reporting an absence:**

- On each day of absence, prior to 9:30 a.m. the parent or guardian is to complete the Student Absence Form in PowerSchool. Student Absence Form in PowerSchool must be completed by 9:30 a.m. on each day of absence. The form will close at 10 a.m. and reopen at 3 p.m. as it is not intended for midday reporting.
- Parents seeking an early dismissal for their daughter must file a Student Absence Report on PowerSchool prior to 9:30 a.m. Unexpected early dismissals are to be approved either by the Dean, Student Life Director or Main Office following contact with the parent. Parents will be contacted by the school in these instances. Any student who is absent from school on a given day may not participate in or attend any school-related activity after school unless approved by the Dean or in cases of athletics, the Athletic Director.

Please be alerted to the fact that students whose absences exceed 10 percent of total days in a semester from school may be subject to an attendance contract and further interventions.

Absences will be classified as excused and unexcused. Students will be permitted 8 days of absences, either excused or unexcused, a semester. Absences from more than 2 classes will be considered a full day of absence. Absences from 2 or fewer classes will be considered a half-day absence.

Excused Absences	Unexcused Absences
Student absence due to illness. If a student is ill for more than three consecutive days, a doctor’s note will be required to return to school.	Vacations/Family Travel
Bereavement – number of days allowed will be based on individual circumstances	College visits exceeding the allowable number for juniors and seniors (juniors 1 and seniors 2)
Approved College visits with documentation submitted to the dean	Personal business or appointments (ie: driver’s license test, family errands, standing health appointments such as orthodontist)
Emergency Medical appointments (doctor’s note required)	Absences due to transportation issues
Mental Health -- up to five permitted a year without a medical note. Absences for Mental Health will be noted in PowerSchool. Students absent for mental health reasons will be referred to their counselor after the second absence.	
Family Emergency	
Observance of Religious Holiday – approved in advance by dean	

**Dismissal during school hours due to Illness**

If a student feels ill at school, she will inform her teacher and ask for a pass to the Dean, Director of Student Life or the Main Office. Parents will be contacted on the student’s behalf, and if the parent and school staff determine it is necessary for the student to leave, the parent/guardian will authorize the student’s dismissal from school. If the student has driven to school, the parent will determine if she is able to drive herself or will be picked up.

The student will remain in the main office until she leaves.

**Vacations**

Resurrection College Prep calendars vacations at Thanksgiving, Christmas, Spring Break and Easter. It is necessary that families review the school calendar and plan their family vacations when the school has a vacation period scheduled. Parents are to avoid scheduling family trips or vacations that would take their daughter out of

school for one or several days. Doing make-up work for days missed is never the same as actually being in class. These absences accumulate toward the 8 days of absence limit per semester.

Parents who plan family trips or vacations during the school year must contact the Dean and the student’s counselor at least one week in advance of the absence. Teachers are not required to provide assignments in advance of the absence. Students are expected to complete their assignments remotely and submit them on the due date. Tests and quizzes will not be given in advance. Make up of tests and quizzes will be at the teacher’s discretion.

**Make Up Work and Assessments**

Excused Absences	Unexcused absences
Students may make up assignments/homework and assessments upon return to school and within the time allotted per the makeup work policy. See Academic Handbook.	Students may not receive credit for classwork. They may receive credit for homework submitted remotely during the absence. Make up of assessments will be at the teacher’s discretion. Assessments (tests/quizzes) may not be taken early before a planned unexcused absence.

Not counting in the 8 days per semester absences are absences due to

- Participation in a Resurrection College Prep-sponsored event/field trip/athletic event.
- Absences required by a doctor due to medical necessity, due to the contagious nature of the illness, as verified by a doctor’s note, which states exact dates required for absence.

According to Illinois School Code (105 ILCS 5/26-18) "chronic absence" means absences that total 10 percent or more of school days of current academic school year, including excused and unexcused absences with and without valid cause, as defined above.

The following progressive consequences for accumulating absences are designed as interventions to address absenteeism.

Number of days of absences per semester	School response	Follow-up
4	Notification stating Attendance policy	Counselor contact with student
7	Dean call	Attendance Plan/Contract
8 absences and beyond	Dean notification	All future absences require doctor documentation upon student’s return to school
After 10th absence	Dean Meeting	Course credit may be lost or student withdrawn from class

**Period Absence**

A class period absence is recorded as unexcused when a student misses more than 15 minutes of a class period, but she is present for the other periods of the school day. Absence from a specific period because of tardiness or early dismissal will be addressed as follows.

Number of period absences/semester	School response
3	Email from the teacher to student, parent, counselor

5	Student/parent/dean/counselor contact; student may be placed on an attendance contract (except in cases where a medical condition or injury requires the absence)
8	Dean and counselor will review the student absence data, consult with the classroom teacher and will consider withdrawal from the course or issue an incomplete in the course with summer credit recovery required.

**Extended Absence**

Occasionally, students may be absent for an extended period due to prolonged illness, hospitalization, or family emergency. Parents are to contact the student’s counselor to communicate the reason for an extended absence request. Documentation from a physician or other health professional will be required to develop an academic plan in support of the student. The counselor will notify the Dean and the respective teachers. It is the responsibility of the family to arrange for make-up work with the counselor and teachers for the extended absence period.

**Early Dismissal Procedure**

Medical appointments are expected to be made outside of school hours whenever possible. However, if necessity requires the student to be absent for a reason other than illness, please complete the Student Absence Report in PowerSchool the day prior to the date of the early dismissal.

For an unexpected early dismissal, parents are to call the Main Office at least one hour prior to the time of dismissal. The PowerSchool Absence report feature is unmonitored and disabled between 10 a.m. and 3 p.m. and cannot be used for unexpected early dismissals during these hours.

**All Day Truancy**

Truancy means a student is absent for more than two periods without parent notification from the student’s parent/guardian by 6 p.m. on the day of the absence to the school for proper approval. Any student truant from school on a given day may not participate or attend any school-related activity that day. Students will be unable to receive credit for any assessment collected during the class for which a truancy is recorded. This includes, but is not limited to tests, quizzes, presentations and projects. Patterns of truancy will result in contact from the dean’s office to create a plan to address the truancy.

**Single Class Truancy**

A student not reporting to a class, which includes all classes in which academic credit is earned, will be considered truant without notification from the student’s parent by 6 p.m. on the day of the absence. Students who are more than 15 minutes late to a class without a pass are considered absent and truant. Students will be unable to receive credit for any assessment collected during the class for which a truancy is recorded. This includes, but is not limited to tests, quizzes, presentations and projects. Patterns of single class truancy will result in contact from the dean’s office to create a plan to address the truancy.

**Leaving the Campus**

Students are not permitted to leave the campus during the school day. Once a student arrives at school, she may not leave the school premises without obtaining an early dismissal through Student Services. Students who do not obtain an early dismissal before leaving will be considered truant, her parents will be notified and the associated academic consequences for truancy will occur.

**Extracurricular Daily Eligibility**

Students who miss two or more periods in a day are not eligible for participation in or attendance at any extracurricular activity scheduled for that day, unless approved by the Athletic Director for athletic practices or competitions or the Dean for extra-curricular and social events.

## Tardiness

Tardies are recorded for each period of the day.

### Tardiness to school (first block, periods 1 and 5)

Students will receive an email notification when they are tardy to school. These emails serve as warnings about the need to arrive earlier. Beginning with the 4th instance of tardiness during each semester, the student will receive an email indicating that she will be assigned a detention.

### Tardiness to school

# of Tardies	Consequence	Student/Parent Notification
4-6 tardies	Detention as scheduled by the Dean	Email to student
7 tardies	On-time plan	Parent/student/dean meeting

### Tardiness to classes

For periods 2-4, 6-7, House and Seminar a student is considered tardy if she is not seated in the classroom at the time class is scheduled to begin. Her classroom teacher will report her tardiness with the period's attendance. If a student has a pass, she will not be considered tardy to the class.

# of Tardies	Consequence	Student/Parent Notification
1-3	Warning	Email
4-6	After-school detention	Student and parent notified by email
7	On-time plan	Parent/student/dean meeting

## Missing Classwork from an Absence

It is the responsibility of each student to find out what she has missed due to absence and to complete missed assignments according to her teachers' make-up policy outlined in their course syllabus. While everyone is expected to make up assignments missed because of an absence, credit will be given for work done only by students with excused absences. Students who miss coursework when absent due to a school-sponsored trip or event, will complete the assignments per their teachers' requirements.

## STUDENT HEALTH

### Concussion Policy

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

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

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

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

### **Concussion Oversight Team**

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

### **Preventative Process**

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

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

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

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

### **Concussion Policy**

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

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

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

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

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

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

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

To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions. The protocol should

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Continue to prioritize in-class learning; minimize overall workload. Gradually increase amount of homework. Reported symptoms should be addressed by specific accommodations; accommodations can be reduced or eliminated as symptoms resolve.

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

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

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

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

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

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

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

## **STUDENT HEALTH POLICY**

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

### **Medications**

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

### **Self-Administration of Medication**

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

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

Students who have diabetes may possess diabetic testing supplies and administer insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication if authorized by the student's seizure action plan, which must be on file with the school.

Student may self-administer, but not possess on their person, other medications required under a qualified health plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

All students who have asthma, diabetes or another chronic illness are to wear identification that alerts staff and emergency responders to their medical condition.

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

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

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

#### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to use medical cannabis infused products while at school and school events. Please contact the Principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to the procedure is prohibited. Resurrection College Prep will not deny a student attendance at school solely because she requires administration of the product during school hours.

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

If a student has an accident at school, she is to immediately notify a teacher or other staff member. School staff will notify the paramedics immediately when any accident or illness is serious enough to require trained medical attention. The Main Office will notify the parent, guardian on behalf of the student.

As a Catholic Institution, Resurrection is committed to promoting the sanctity and dignity of all human life.

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

#### **Opioid Policy**

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during: school hours, after-school hours (when staff is present in the building). It will be maintained in the following designated secure locations, in the main office.

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not

guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, [Undesignated Opioid Antagonist Reporting Form](#).

The Christian Brothers, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Christian Brothers, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.



## SELF-MEDICATION FORM

To Whom It May Concern:

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

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

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

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

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

Please Print

Parent Name \_\_\_\_\_

Please Print

Daughter's Name \_\_\_\_\_

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



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

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

Name of Medication    Dose    Frequency

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

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

## **PARENT RESOURCES AND COMMUNICATION**

Because this is a Catholic school and Christian community, any communication between parents and teachers or school administration should model values of mutual respect and value for each individual.

When working through conflicts and concerns, it is expected that parents and teachers be positive role models for the students. Parents' behavior should never undermine respect for the teacher. While there may be differences of opinion, it should be understood that all parties are acting to the best of their ability, and on behalf of the benefit of the child.

Parent behavior consistently contrary to this expectation may result in the family being asked to withdraw from the school.

### **Parent-Teacher Communication:**

Frequently throughout each school year, informal conferences between parent and teacher can and do take place via telephone conversations, written messages, email, and scheduled meetings at mutually agreeable times.

If a parent has a serious concern about his/her child in the classroom, the parent is asked to set up a time (voice mail or email) to meet first with the teacher involved in order to solve the difficulty. Parents are asked not to stop a teacher in the hall, etc., to discuss concerns. Your concern deserves the teacher's undivided attention. Ordinarily, phone calls and messages will be returned on the day they are received by the staff member **or** the next school day.

### **Parent-Administrator Communication:**

Ordinarily, questions and/or concerns regarding a classroom or a student's progress should be discussed first with the teacher(s) involved. To initiate a conference with an administrator, parents should email indicating the nature of the request and convenient times for a conference. Upon receipt of the request, the administrator will contact the parent by email or phone call whereby the time and location of the conference can be mutually agreed upon. Ordinarily, the administrators will return phone calls and messages on the day they are received **or** the next school day. Because of the responsibility for the supervision of the learning programs and student and faculty concerns, administrators may not be able to honor unscheduled visits or meetings.

### **Communication Guidelines for Parents:**

Please see below for the proper channels of communication with staff in the school.

Concerns/questions involving a child's academic achievement contact the classroom teacher. If the concern persists, contact the Executive Director of Curriculum and/or Principal.

Concerns/questions involving a child's classroom behavior, contact teacher; if concern persists, contact the Dean of Students and/or Director of Student Life.

Concerns/questions involving day-to-day operation of the school including:

Discipline, uniforms, and attendance - Dean of Students

Curriculum - Executive Director of Curriculum

Counseling/Rankin Program/Student Services - Assistant Principal of Student Services

Special programs and extracurricular activities - Director of Student Life

Concerns/questions involving athletic program, contact the Athletic Director; if concern persists, contact the principal.

Concerns/questions regarding tuition, contact the business office manager. If concerns persist, contact the director of finance.

If problems persist after following all normal channels or if conflicts persist, please contact the school principal and/or president.

#### **Visiting the School:**

Parents and other guests are welcome at Resurrection, but **all persons visiting the school for any reason must sign in and out at the main office. Visitors will be issued a visitors or volunteer sticker to wear, which will serve as proof of entry through the main door (door #1) and office.** Parents are to enter the school by the main door (door #1). Visitors who do not have a visitors sticker will be asked to return to the office to sign in. The school administrative assistant, security guard or a staff member will answer the doorbell; students are not to open the door for anyone.

#### **Conflict Management:**

As in all human relations, occasions will arise when, due to a lack of communication, some differences of opinion may occur between a teacher and a parent; the school procedure is that such occasions must first be dealt with at a meeting between the parent and the teacher. If the situation is not settled, the appropriate administrative staff member will be available to meet with both parties.

### **PARENT/GUARDIAN CONDUCT**

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds, or at school-related events. If, in the opinion of school leadership, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the school leadership, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the school may:

- inform the parent/guardians of their right to be present on school ground is temporarily or permanently suspended;
- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

## **STUDENT INFORMATION**

### **Cafeteria/Breakfast & Lunch**

Students may either bring their own breakfast or lunch or buy lunch in the cafeteria. Country House provides food service for breakfast and lunch. Breakfast items are available between 7:45 and 8:16 a.m. Lunch service is available from 11:08 to 12:10 unless a schedule change shifts lunch period times.

To purchase food items, students must open a MyMealtime Account and present their physical school ID to be scanned before leaving the serving line. Visit <https://www.mymealtime.com> for more information. Students must use their own ID and are not permitted to charge items to another student's account. Trying to charge items to another student's MyMealtime Account is strictly prohibited and will be addressed through the Dean's Office. Replacement of funds and a detention will be assigned to anyone who charges items against an account other than her own.

Vending machines are provided for students' convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine. Vending machine malfunctions and loss of money should be reported to the Main Office. Vending machines are to be used only during the student's lunch period or before/after school.

Food deliveries for students are not accepted by the Main Office; however, a parent may drop off lunches in the Main Office if a student forgets her lunch.

Food, candy, and beverages may only be consumed in the cafeteria before school, during lunch periods and in association with club or athletic events. Breakfast must be eaten in the cafeteria. Students will not be allowed to bring food or beverages to their first class of the day. Lunch must also be eaten in the cafeteria or courtyard. No students are to be eating in any classroom.

All students are responsible for maintaining a clean area on and around their lunch table. Students are also expected to conduct themselves in an appropriate manner. Behavior in the cafeteria is to contribute to an enjoyable lunch period for all students, free from any throwing of food or yelling. Students are expected to wait their turn in the serving line.

Students are expected to remain in the cafeteria for their entire lunch period. If a student needs to go to the Main Office or another location, she is to see the cafeteria supervisor for a pass.

The washroom by the cafeteria lobby is to be used during lunch periods.

### **Dances**

All students attending Resurrection College Prep dances must present a current photo ID to be admitted. The school reserves the right to determine the schools from which dance guests may be invited. The number of dance tickets sold is limited according to fire and security regulations of the facility. For semi-formal and formal dances, Resurrection students may bring one guest to a dance. Students are never permitted to leave a dance

before the published time without permission from the Dean or another administrator. Parents will be contacted in these circumstances before a student and her guest are allowed to leave. Once a student leaves the dance, she will not be allowed to re-enter. Additional dance rules, including dress codes, guest requirements and costs, are communicated through the sponsoring organization or level moderator and Dean's Office.

### **Elevator Use**

Students who require the use of the elevator due to an injury or illness preventing the use of the stairs, may receive assistance with elevator use from the Main Office, their school counselor or the Student Services assistant. For safety reasons, students must always follow the posted signage in and around the elevators.

### **Emergency Information Form**

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

### **Library Services**

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

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

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

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

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

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

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

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

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

### **Lockers**

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

The above statement is "Prior Notice" of locker inspection procedure.

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

All students receive a locker assignment at the beginning of the school year. Locker problems are to be reported immediately to the Dean's Office.

The only lock permitted on is the installed combination lock. Students who place another type of padlock or locking device on their lockers will be required to remove it.

Students are responsible for the cleanliness and upkeep of their lockers. Decorations must be appropriate for the school setting.

Materials posted on locker doors must be school-related or birthday wishes. Magnets must be used to affix items to the locker. Magnets are available from the Dean's Office. Duct tape and other adhesives cannot be used. Writing of any kind on the inside or outside the locker is not permitted.

Students must remove all their belongings from their lockers before leaving the building on the last day of exams at the end of the school year. Materials left in the lockers after the last day of exams will be discarded or donated.

### **Parking Lot**

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

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

### **Additional Parking Lot Expectations**

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

### **School-Sponsored Activities**

Dances, retreats, concerts, field trips and at home and away athletic events are examples of school-sponsored activities. Some school sponsored activities have additional rules and guidelines. Students will be informed of these prior to the activity. If a student is under the influence or in possession of alcohol and/or drugs or involved in serious misbehavior at a school sponsored activity, her parents will be immediately notified. She will leave the event, and she will be suspended from school until the case is handled by the Dean.

## **Uniform and Dress Code**

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

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

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

- Class of 2025, the Chancellor Plaid box-pleat skirt
- Class of 2026, the University Plaid box-pleat skirt
- Class of 2027, the Heather Grey, stitched-down kick pleat skirt
- Class of 2028, the McDonald Plaid, stitched-down kick pleat skirt

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

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

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

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

### **Shoes**

Sneakers and casual shoes are permitted and are not to distract from the uniform. On days when the school celebrates mass, only dress shoes or white, black, or grey sneakers will be worn.

The administration will communicate dates when winter boots may be worn. Boots may be no higher than mid-calf. Slippers, crocs, sandals, or other shoes with open backs are not permitted at any time.

Students who violate the uniform rules may be required to remove the non-uniform item and will be able to pick it up after a detention is served.

### **Optional Items**

- Either the Dennis Uniform Quarter-Zip sweatshirt or the Microfleece front zip up jacket may be worn in addition to the polo.
- Dennis Uniform black slacks may be worn instead of the uniform skirt.
- Tank tops/camisoles may be worn under the polo (solid white, black, or gray). These must be tucked in. Long and short-sleeved T-shirts may not be worn under the uniform polo.

### **Hair**

Hair is to be one natural color: blond, black, brown, or natural red. Subtle highlights are permitted, but unnatural color highlights or chunks of another color are not permitted. Extreme hairstyles are not permitted.

Appropriateness of hair color and styling is at the discretion of the school administration.

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

### **Piercings**

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

### **Tattoos**

Students may not have visible tattoos.

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

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

### **Spirit Top Days**

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

### **Spirit Apparel Days**

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

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

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

On days when the uniform code is relaxed for a special event or celebration, students are expected to wear clothing appropriate for a Catholic School environment and will follow additional directions regarding dress expectations for the day.

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

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

### **Student Recognition Ceremonies**

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

- Dress or skirt length must be no shorter than three inches above the knee.
- Dresses or skirts cannot be tight or form-fitting. Form-fitting pants are not permitted.
- Halter tops, tank tops, or tops that expose the midriff or that have a plunging neckline are unacceptable.
- Flip-flops or slippers are not permitted.
- Students who choose to wear clothing that does not meet the above dress code will not be admitted to the event or allowed to participate.

## **Water Bottles**

Students are permitted to carry reusable water bottles throughout the school day. Water bottles must be filled with water only and may be hard plastic or stainless steel. Additionally, large, insulated tumblers are also permitted (Yeti, Stanley, etc.). All water bottles must have spill-proof lids.

## **BEHAVIORAL EXPECTATIONS**

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

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

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

Resurrection College Prep Administration reserves the right to take disciplinary action when a student

- Endangers the student herself, other students, or staff.
- Destroys school property.
- Defames or threatens a member of the school community.
- Disrupts the daily educational environment.
- Violates the values of the school.
- Negatively impacts the school or its reputation.
- Causes public scandal.
- Misuses social media.
- Repeats instances of bullying or harassment.
- Uses abusive language or racial, obscene language or symbols, signs or innuendo either oral or written, including electronic means.
- Refuses to accept a consequence.
- Refuses to cooperate in investigations or searches.

Any of the above conduct may be the cause for removal from Resurrection College Prep. The Administration further reserves the right to waive and/or deviate from all disciplinary regulations as it deems necessary to ensure a safe school environment.

The Dean, or any other member of the Administration, may detain students or remove students from instruction to question them regarding behavior which may violate school policies. Additionally, an appropriate investigation will be conducted into cases of misbehavior. The Administration may act on information related to violations of school rules. School officials are not required to notify parents about the questioning of students. Students are obligated to answer all questions truthfully.

## **Behavior Consequences**

Interventions to address unacceptable behavior are outlined below. Please refer to the Behavior/Consequences chart on pages 39-41 to see a list of behaviors and associated consequences.

## **Classroom rule violations**

Minor classroom disciplinary situations are handled by the individual classroom teacher. Classroom rule violations include, but are not limited to

- Arguing with peers
- Cell phone in class
- Deceit
- Defacing school property
- Disrespect to students or teacher/staff
- Disrupting instruction
- Gossiping
- Forgery on class document
- Interrupting a student who is speaking
- Leaving garbage/messes
- Minor technology violation
- Off task
- Pass misuse
- Swearing
- Other small behaviors which are unacceptable

Teachers may choose to employ restorative actions for the classroom. If necessary, teachers may remove pass privileges or assign a classroom detention to be served at the teacher's convenience for violation of classroom behavior outlined above. The student's parent will be emailed by the teacher. These detentions will be no longer than 30 minutes.

## **Dean Referral**

A teacher may issue a referral to the Dean's Office for repeated disciplinary offenses, including repeated violations of classroom rules or any behaviors that violate school-wide rules. See behavior/consequence grid on page 35 and 36.

## **Detention/Service to School**

Detention or service to school is a consequence for inappropriate behavior or disregard for school rules and policies. After being assigned a detention or service to school, students have one week to complete the assigned consequence. The student is expected to schedule this with the Dean of Students. Work, personal obligations, transportation, team practices and other co-curricular meetings or rehearsals are not legitimate reasons for missing a detention. A student is expected to arrive on time. Sleeping and eating is not permitted. In lieu of a detention, students may be required to complete service for the school.

Detentions/service will be held in Room 101 from 3:05 to 3:50 p.m. A before school detention may be scheduled at the Dean's discretion and availability.

## **Loss of Privileges**

Students may lose privileges for violating expectations regarding cafeteria rules, misusing passes, or disruptive behavior during House or Seminar. Privileges which may be lost include loss of cell phone privileges, pass privileges, and cafeteria privileges.

## **In-School Suspension**

In-School suspension may be issued for a half day (2 periods), full day or multiple days at the discretion of the Dean of Students. Teachers will assign work for the time spent in ISS. Students may not participate in after-school activities on the day of their in-school suspension.

## **Parent Conference**

The Dean of Students reserves the right to hold a parent conference whenever it is warranted..

## **Disciplinary Probation**

Serious or repeated violations of behavior expectations require specific efforts to improve and correct choices being made by the student. The Dean of Students will determine when a student is to be placed on disciplinary probation. The student may be suspended until the student and her parents meet with the dean of students and other school leadership as warranted. The behaviors that resulted in the disciplinary probation and the length of probation will be outlined. The student will have a time period to demonstrate that her behavior has improved and that she has been meeting school behavior expectations. A behavior contract will be signed by the student and her parent.

The student will be required to meet with her counselor regularly and develop and plan for improvement. At specified intervals, the dean will consult with teachers and the student's counselor for behavior progress reports. At the end of the period of probation, the dean, in consultation with other members of the Administration, will review the student's behavior to assess whether the student has sincerely focused on improving the areas of concern, that the monitored behaviors have resolved and that no other behaviors in violation of school policies have occurred. At this time, it will be determined that the student either is removed from probation or the probationary period will continue. If the student has repeated violations of behavior expectations, she may be dismissed from the school. As part of disciplinary probation, the student may also be placed on social and or athletic probation.

## **Social Probation**

The Dean of Students will determine when a student is to be placed on Social Probation. A student may be placed on Social Probation when her presence would cause a disruption at the social event.

While on Social Probation, a student cannot participate in any extracurricular activities unless granted permission by the administration. This includes all activities that involve Resurrection College Prep. Dances, retreats, concerts, field trips and at home and away athletic events are examples of school-sponsored activities.

## **Suspension—Out of School**

Out of school suspension is defined as being excluded from classes, the school premises, and all school-sponsored activities. Such suspension occurs in cases of severe misconduct and will remain in effect until a conference is held between the parents and the principal or the Dean of Students or until a Behavior Review Board Meeting is convened. A suspended student is excluded from all classes and all school-sponsored activities. The ability to receive credit for course work missed while suspended will be determined by the Dean.

## **Expulsion**

Expulsion or dismissal is the final and irrevocable withdrawal from Resurrection College Prep. It may be necessary to expel a student for a single offense against a major school policy or the repetition of any of the offenses for which a student is sent to the Dean. All cases of expulsion are decided by the principal.

In the event of an incident involving a weapon or drug violation, the chief school administrator immediately will notify local law enforcement officials. The administrator shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS). Parents will immediately be notified by the chief administrator of the school or his/her designee.

## **Behavior Consequences**

Teachers will address initial violations of classroom behavior according to their syllabus. To address these behaviors teachers may plan restorative actions, assign a detention or classroom service after school, no longer than 30 minutes and will notify parents. When classroom behaviors already addressed by a teacher continue, the teacher will refer the student to the Dean's Office. Other behaviors and associated consequences are outlined below and in specific school policies.

Minor Behavior	Consequence	Subsequent Incidents
Cell phone possession/use/electronic device policy violation	See p. 42 and 43	
Deceit to school staff	Detention; restorative action; parent notification	Parent/student/dean conference; detention
Defacing school property	Detention/Service to School	Parent/student/dean conference; possible disciplinary probation; service to school
Disrespectful behavior toward adults or peer(s) (Name calling, arguing, teasing, insults)	Conference with dean; mediation; restorative action	Parent/student/dean conference; restorative action; possible disciplinary probation; detention; service to school
Disrupting class/instruction/all school assembly/liturg	Staff warning; dean notification; parent notification; restorative action	Parent/student/dean conference; detention/service/possible disciplinary probation
Disruptive hall behavior (running, yelling/screaming, horseplay)	Staff warning	Referral to dean; detention
Pass misuse/No pass	Staff warning	Referral to dean; detention; possible loss of pass privileges
Spitting/Spitting on another	Conference with dean; parent notification; detention; restorative action	Parent/student/dean conference; detention; possible disciplinary probation
Swearing	Staff warning	Referral to dean; detention; parent notification
Tardiness	Detention. See Tardiness, page 19-20	Parent/student/dean conference; attendance contract; detention
Technology misuse	See Technology and AUP, page 50	
Throwing objects/food/beverage	Conference with dean; restorative action; parent notification	Loss of cafeteria privileges; detention after school for repeated behaviors; possible disciplinary probation
Uniform violation	Staff warning	Conference with student, parent notification; detention for repeated violations
Serious Behavior	Consequence	Subsequent Incidents
Alcohol and other Drug Policy violation	See Alcohol and Other Drug policy page 40	
Bullying/Harassment/Cyber bullying	See Bullying/Harassment policy, page 41	
Disrespect to staff: intimidation; making a false claim either in writing (on paper or electronically) or in person	Parent/student/dean conference; in-school suspension; restorative action; disciplinary probation	Out-of-school suspension; parent/student/dean conference; possible expulsion
Hazing	See Hazing policy, page 44	
Recording image or voice of student/staff without permission	See page 43	

Theft	Restitution; restorative action; parent notification; detention; depending on severity, suspension and/or expulsion. The police may be contacted.	Restitution, out of school suspension; possible expulsion
Threatening language or action	Parent/student/dean conference; in-school suspension; disciplinary probation; possible out-of-school suspension, pending expulsion depending on nature of the threat; possible report to police	Out of school suspension pending possible expulsion; report to police
Smoking/Smokeless Tobacco/Vaping	See page 41	
Use of obscene, racial or abusive language, symbols, signs or images	In-school suspension, depending on severity, out of school suspension pending expulsion	
Vandalism of School property. Vandalism includes, but is not limited to, the willful destruction, damaging or marring of the school or another person's property.	In-school suspension, restitution, possible disciplinary probation, possible out-of-school suspension	Out-of-school suspension, possible expulsion, restitution
<b>Major Behavior</b>	<b>Consequence</b>	<b>Subsequent Incidents</b>
Battery of school staff	See p. 44, Battery Against School Personnel	
Selling drugs	See Alcohol and Other Drug Policy p. 40	
Dissemination of message to promote disruption of school procedures and/or classes/instruction	In-school or out of school suspension; disciplinary probation; Parent/student/dean meeting	Out-of-school suspension, pending expulsion
False Alarms/9-1-1 Calls - Any student who pulls a fire alarm without cause, makes a fraudulent 9-1-1 emergency call, or creates any other kind of false alarm while on campus or at a school-sponsored event	In-school suspension; possible out-of-school suspension; possible expulsion; possible police action based on Chicago ordinances governing false alarms	Possible expulsion
Fighting/pushing or other physical contact with intent to harm	Conference with dean; parent/student/dean conference; mediation; possible in or out-of-school suspension depending on severity; possible social and disciplinary probation; possible report to police	Out-of-school suspension, pending expulsion
Gangs	See Gangs policy, page 44	
Major disruption of school procedures and/or classes/instruction	In-school suspension; disciplinary probation; Parent/student/dean meeting	Parent/student/administrative meeting; possible expulsion

Threat to school community, either orally, printed or electronically	Out-of-school suspension; report to police; possible expulsion	Threat to school community, either orally, printed or electronically
Weapon brought to school	See Weapon policy, page 45	

### **Alcohol and Other Drugs**

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

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

Resurrection College Prep is committed to an alcohol and drug-free school community. Therefore, it is a violation of student behavior expectations when a student possesses alcohol, illegal drugs or controlled substances, including prescribed medications or is under the influence of such. Students are also in violation of this policy for possession of any alcohol or drug-related paraphernalia. These expectations apply during school hours and at all school events, both on and off campus.

#### **Possession or Being under the Influence of Substances Consequences:**

The student’s parent(s) will be contacted to meet with the Dean of Students, School Counselor and/or Assistant Principal for Student Services. If the student is an athlete, the Athletic Director will attend the meeting, as well.

- The student may be suspended out of school following the meeting.
- Following the meeting, the student immediately will receive an evaluation for alcohol or drug use from a school-approved medical agency immediately following the meeting, at her expense. The student and her parent will authorize a release of information from the evaluator and school counselor. The student will be required to follow the recommendations of the agency.
- The student may be placed on Disciplinary and Social Probation.

#### **Subsequent Incident of Possession or Being under the Influence of Substances Consequences:**

- The student and her parents will meet with the Dean of Students and her school counselor. At this time, the Dean will determine the school response which includes, but is not limited to an updated evaluation, revised Disciplinary Probation and attendance at a Behavior Review Board meeting
- The Behavior Review Board will recommend a school response to the Principal which may include suspension or expulsion.

#### **Sale, Distribution or Providing Alcohol or Drugs Consequences:**

- Any student selling, distributing or dealing drugs, alcohol, or a controlled substance will be immediately suspended out of school, pending Principal review of the incident.
- As required by the School Reporting of Drug Violations Act [105 ILCS 127], Resurrection College Prep will report instances of drug violations to local law enforcement officers.

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

### **Breathalyzer Testing**

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

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

### **Smoking/Smokeless Tobacco**

Students are not permitted to carry cigarettes, e-cigarettes, matches, lighters or smokeless tobacco or other nicotine delivery means on their person while on school property. Smoking or the use of smokeless tobacco is forbidden in the school building, including the corners of Oriole and Talcott, the school parking lots and school property, as well as the athletic fields.

Using e-cigarettes is commonly referred to as vaping. Chemicals and known carcinogens have been identified in the flavored, nicotine, synthetic and cannabis liquids. The device will be confiscated.

Consequences for behavior involving vaping may include, but are not limited to,

- A restorative process occurring after school centered on education regarding the dangers of cigarettes, vaping, and nicotine addiction
- Repeated violation of this policy may result in assignment of in-school suspension or out of school suspension and disciplinary probation. Continued use of smoking/smokeless tobacco may result in expulsion.

Students violating this policy will be referred to their school counselor.

### **Bullying And Harassment Policy**

Bullying and harassment are defined as behaviors by an individual or group that are harmful/hurtful to another, or which can create a hostile or threatening environment. Bullying/harassment includes, but is not limited to, any behavior that is cruel, abusive, and humiliating; physical, verbal, or non-verbal threats, intimidation, social exclusion, and isolation; defamation, and the spreading of gossip and/or rumors. Bullying/harassment can take place in person or through computers or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

Students must understand that they are accountable and use discretion for their postings and other electronic communications, as these communications represent the student and the school. Publishing text or images online which defames, libels, criticizes, ridicules, embarrasses, bullies or in any other way harms others, especially a member of the Resurrection College Prep High School community or the reputation of Resurrection College Prep High School is strictly prohibited. The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school sponsored event, whether it is held on school premises or at an off-campus location. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program. Since bystander support of bullying and harassment can encourage these behaviors, Resurrection College Prep prohibits both active and passive support for acts of harassment or bullying. Resurrection College Prep believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff and administration of

the school, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students, staff, and parents.

Resurrection College Prep reserves the right to regulate, review, investigate and discipline students for bullying, harassment, intimidation and/or cyber bullying or any other disciplinary violations when such activities threaten violence against another student, or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Students who engage in any kind of harassment/bullying will be subject to appropriate discipline, including suspension, dismissal, or expulsion. Harassment of any kind should immediately be reported to an administrator who will then conduct a thorough investigation followed by mandated conflict resolution.

The process to investigate reports of bullying and harassment is

- Collection of information from targeted student(s), witnesses and staff supervising students at time of alleged bullying behavior, as well as collecting copies of electronic or written messages and/or social media posts.
- Determination of bullying criteria: is it repeated, there exists an imbalance of power and the purpose is to harm either physically, emotionally or to damage relationships. Evidence of authenticity will be evaluated which includes a review of electronic messages, videos, photos, witness and staff statements.

Confirmed bullying activity follow-up includes but is not limited to

- Parent/Dean/Student meeting
- Referral to school counselor
- Restorative action to re-establish respectful behavior through peer mediation or an educational program on bullying behavior
- Required interventions, as established by counselor
- Behavior Improvement Plan/Behavior Contract in consultation with school counselor and dean and quarterly behavior review with the dean and school counselor

Consequences for repeated incidents of bullying, determined by Dean and Principal, will depend on the severity of the behavior and may include, but are not limited to

- Loss of privileges (social probation, cell phone loss during school hours)
- School Service
- Disciplinary Probation
- Suspension, either in or out of school
- Expulsion

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

## **Cell Phone/Electronic Devices**

### **Cell Phones/Headphones/Earbuds**

Students are not allowed to use cell phones during instructional time, which includes class periods, study periods, Flex and P-Block. During instructional times cell phones must be kept muted or powered-off. All cell phones will be placed in a phone caddy in all classrooms, according to the teacher's instructions. Cell phones will not be removed from the caddy during the class period, including when the student leaves to go to the washroom or another building location. For safety reasons, students are not allowed to wear headphones or earbuds of any kind as they move through the hallways; however, with teacher permission, they may be used during class, Flex and P-block when used with their Chromebooks.

Students may use their cell phones during passing periods in the hallway and in the cafeteria at lunch, before the school day begins and after the school day ends.

Cell phones and other electronic devices will be left in the classroom caddy when students are attending class level or all-school meetings, assemblies and liturgies.

The only exception to the cell phone/electronic device rules is when a student's accommodation plan requires cell phone use by the student during the school day.

The use of other electronic technology such as laser pointers, cameras, audio and video recording devices is prohibited.

Resurrection College Prep is not responsible for lost or stolen electronic devices.

A student will be considered in violation of this policy if

- the phone rings or is audible during instructional time
- a student removes her device from the classroom cell phone cubby
- a student is using her phone outside the classroom, in the hallway or other location during class, Flex or P-block periods without permission of a staff member.

**Students in violation of this procedure are subject to the following consequences:**

- First offense – The device will be confiscated by school personnel. A verbal warning will be given. The student will receive the device back at the end of the day from the staff member who confiscated it. The violation will be reported to the Dean of Students.
- Second offense – The device will be confiscated. A detention will be assigned by the Dean of Students. The student's parent will be notified and required to pick up the device in the school office.
- Third offense – The device will be confiscated. A detention will be assigned. The student's parent will be notified and required to pick up the device in the school office. Additionally, the student will leave her device in the Main Office for the entire school day for the next 10 school days. She may retrieve it after school.
- Fourth offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. An agreement that the student will not bring any cell phone to school for the remainder of the year will be signed. The consequence for breaking this agreement will be in in-school suspension.

**Pictures/Videotaping/Recording**

**At no time is a student allowed to photograph, video, or in any other way record faculty, staff, students, or visitors without explicit permission of all persons being photographed or recorded.** Use of any device, including the student's Chromebook or a cell phone or personal electronic device to secretly record other community members is strictly prohibited.

The consequence for recording without permission is an in-school suspension. The student may have additional consequences if it is found that the recordings were used to harass, intimidate or bully another RES community member.

**Social Media and Unauthorized Recordings**

Posting and/or sharing of any unauthorized images in violation of this policy is also strictly prohibited. This includes posting and/or sharing such images sent to you by another student/person. Publishing these photos or videos without permission, either in print or electronically (social media), is a serious disciplinary matter which may include in-school suspension and disciplinary and/or social probation.

In accordance with 105 ILCS 75/15, the school administration will not request or require a student to provide a password or other account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school

disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Firearms, Drugs, Battery and Student Information Reporting Policy**

### **Battery Against School Personnel**

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

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

### *Firearms and Drugs:*

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

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

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

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

## **Gangs**

Resurrection College Prep is in full cooperation with city and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden, e.g., gang graffiti in textbooks, notebooks, in lockers or on clothing, may result in immediate expulsion.

## **Hazing Policy**

Hazing is defined as any individual, group or team members requiring others to complete a humiliating or dangerous activity as an initiation into or to join a school-affiliated group or team.

Examples of hazing include

- Having to act as a personal servant to an older group member
- Being influenced to dress in any manner which makes you feel uncomfortable or is offensive to gender, ethnic origin
- Being tied up or duct taped and/or blindfolded
- Being thrown or forced into a vehicle
- Being pressured to disobey family or school rules
- Being required to destroying or vandalizing property
- Being publicly embarrassed by a team or group
- Being pressured to drink, smoke or use drugs
- Being required to inflict pain on yourself or others

Consequences: Hazing is a violation of the Resurrection College Prep's behavior code and may result in suspension or expulsion, depending on the severity of the incident. Hazing may further result in suspension or expulsion from athletic and competitive activities or participation in any program associated with the incident. Hazing can lead to legal consequences. When the incident results in bodily harm, it will be reported to the police.

## **Off-Campus Conduct**

In off-campus situations that do not have any connection to Resurrection College Prep's educational and co-curricular programs, the school expects its parent(s)/guardian(s) to exercise their role as the primary educators and disciplinarians of their children. The school may exercise jurisdiction for off-campus student misconduct that may influence student behavior on campus. In determining whether a specific non-school, off-campus activity violates the spirit of the statement above and requires the intervention and response of the school, the Administration will consider each of the following criteria:

- the seriousness of the violation according to the school's philosophy, school policy, or federal, state or local ordinance.
- whether or not the incident occurred at or in relation to a school-sponsored event.
- direct connection to or public mention of the "Resurrection" name in reference to the incident.
- conduct or consequences threatening the safety and/or harmony of members of the school community.
- conduct or consequences obstructive to the good order and educational and moral climate of the school.
- police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may take place.

In those off-campus situations where one or more of the criteria listed herein apply, the Administration may deem it necessary to act for the good of the school community. The offending students will be subject to any and all of the disciplinary measures identified herein. Students are reminded that their conduct off-campus also includes the Internet. Social media should not be used to demean, harass, or threaten any member of the Resurrection community or misuse the name of the school.

## **Theatre and Concert/Performance Etiquette**

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

Students will demonstrate the following behavior during performances:

- Remain quiet throughout the performance.
- Applaud appropriately to acknowledge performers. Screaming, yelling, calling out names or whistling during the performance is unacceptable.
- Leave cell phones, water bottles and bookbags in their classrooms.

## **Theft**

Unauthorized removal or possession of personal property belonging to other students, staff, or the school will result in disciplinary action, which may include restitution, police action, suspension, and/or expulsion. Cases of stolen property are to be immediately reported to the Dean. A theft report documenting the incident will be completed. Resurrection College Prep does not provide theft or loss of property insurance and cannot reimburse students for such losses. Resurrection College Prep advises students not to bring valuables or large amounts of money to school. Students are expected to always lock and secure valuables, avoid sharing locker combinations with other individuals, and never preset locker combinations. In reference to the school or another person's property, theft includes, but is not limited to stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, and unauthorized possession. A student involved in any act of theft will be required to make restitution and may be subject to detention time, suspension, being placed on disciplinary and/or social probation, and/or expulsion. A police report may also be filed.

## **Weapons**

Students are not to have weapons (including, but not limited to a firearm, knife, brass knuckles, or knuckle weapon regardless of its composition, a billy club, or any other object attempted to or used to cause bodily harm) or explosives/incendiary devices in their possession or control. Look-alikes, facsimiles, or accessories of any kind of weapon or explosive is considered to be a weapon or explosive. Any weapon or explosive found will be

confiscated, the police will be notified, and the student will be subject to immediate disciplinary action. A student who is determined to have brought a weapon or explosive to school, any school- sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be suspended immediately from school and may result in expulsion from school.

## **SECURITY AND SAFETY**

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

### **Building Security**

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

### **Building Access**

The school building is open from 7:15 a.m. to 3:30 p.m.

Students entering the building before school are to use door #1 by the Main Entrance. Students are to use only door #8 to exit the building. Other doors are not to be used as exits. Exiting the building through the #5 and #6 doors will lead to an enclosed, locked area of the campus which offers no ability to leave that area. Therefore, doors #5 and #6 are to be used only in an emergency.

Students remaining in school after the school day ends are to be under the direct supervision of a faculty or staff member. Students are encouraged to have their rides pick them up before 3:30 p.m. Students waiting for a ride after 3:30 p.m. are to wait outside the Main Office by door #1.

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

### **Deliveries to Students**

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

### **Emergency Drills**

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

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

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

## **Searches**

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

## **Visitors**

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

## **Social Media**

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

The principles of respect and reverence for every person, the development of the community and the ideals of a Resurrection College Prep are at the core of our educational programs.

Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

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

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

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

Sufficient evidence of violation of our school’s social media policy includes electronic or hard copies of material posted on any of the social media tools listed in the first paragraph of this policy. If the school becomes aware that material potentially exists, the parents of the student will be contacted with the goal of addressing the material in question through their intervention. Tangible evidence of a student’s personal social media used to cyberbully will result in the consequences associated with Resurrection College Prep’s Bullying and Harassment Policy.

## **STUDENT ACTIVITIES**

### **Athletics**

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

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

Resurrection College Prep supports student clubs and organizations, recognizing them as an important component of the school's co-curricular educational program. The school's mission is furthered by clubs and organizations which provide student leadership development, encourage participation in service opportunities, identify and foster students' God-given talents through each club's activities, allow students to meet peers who share similar interests, thereby promoting positive social interactions.

Club offerings support of the school's mission and appropriateness of the club focus. For a club to form, sufficient student interest in the club must exist and there must be availability of adult leadership with formal education and/or sufficient experience to qualify them to oversee the club's activities and learning of the members.

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

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

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

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

Each club has a specified number of members it can register, determined by the club's moderator. The minimum number of student members required for a club is 10.

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

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

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

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

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

Clubs continuing from one academic year to the next require a qualified moderator and at least 10 members. Should a club not meet these requirements, it will not be offered as a club selection.

### **Student Leadership**

It is considered a privilege to serve the school in a leadership capacity. Student leaders are expected to exhibit exemplary behavior and serve as role models. They are ambassadors of the school and understand that their behavior on and off campus reflects on the school. Therefore, student leaders who engage in any serious misconduct on or off campus, at any time, will resign their position. Serious misconduct includes, but is not

limited to, violation of the social media policy, violation of the school's academic dishonesty policy, alcohol/drug, and bullying policies. Officers also will be required to resign their position if they are placed on Academic Probation.

### **Election of Officers**

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

Students seeking any office or leadership position must have a cumulative GPA of 2.0 cumulative GPA from the semester immediately preceding the election. Prior to elections, all candidates will submit two recommendations from teachers and/or counselor to be eligible to run. Some organizations and honor societies may require higher grade and eligibility requirements which the student needs to know before running for an office.

### **Removal of an officer**

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

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

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

## TECHNOLOGY AND ACCEPTABLE USE POLICY

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

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

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

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

Resurrection College Prep reserves the right to monitor all computer users' activities when on campus. Illegal or inappropriate blogging or social behavior, including cyberbullying, is a violation of the AUP and discipline code. Any intentional or unintentional use of technology, including online behavior, which causes physical or emotional harm to another is inconsistent with Christian values and Resurrection College Prep's mission.

### Consequences (depending on the severity of the offense)

The Administration reserves the right to sanction a student with suspension or expulsion if the first violation of the Technology and Acceptable Use Policy is a severe breach of conduct such as pornography or threats toward any member of the school community or individuals outside the school community. When appropriate, law enforcement may be contacted.

Students violating the AUP will face disciplinary actions, including, but not limited to, verbal warning, detention, in or out -of-school suspension, referral to the Behavior Review Board or expulsion, depending on the degree of severity.

### Unacceptable use of electronic communication and information systems on and off campus which will result in either in or out-of school suspension, disciplinary probation or possible expulsion include, but are not limited to:

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

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

**Unacceptable use of electronic communication and information systems on campus which could result in a verbal warning, detention or in-school suspension for repeated violations includes, but is not limited to:**

- Using the Internet/network for non-school related work, including games and game sites.
- Using unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Accessing or editing social networking websites.
- Using the network in such a way that disrupts other community members' use of the network.
- Wastefully using limited resources such as printing multiple copies of any material.

**Unacceptable use of electronic communication and information systems on campus which could result in a academic probation, disciplinary probation, in-or out-of-school suspension or possible expulsion include but are not limited to**

- Engaging in, encouraging, or concealing from authorities any “hacking,” unauthorized tampering, or other unauthorized use or deliberate disruption of computers.
- Using technology capabilities for cheating.
- Using technology capabilities for communication with other students unless permitted by a teacher.
- Disclosing their address, phone numbers, and other personal information for themselves and other Resurrection community members.
- Using any Resurrection College Prep material, electronic or print, for the student’s own purpose.
- Misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Resurrection College Prep High School.
- Installing unauthorized or illegal software, intentionally deleting or damaging files belonging to others or the network.
- Uploading or creating computer viruses.
- Deliberately damaging equipment, systems and software resulting from acts, including unauthorized access to resources or equipment of Resurrection College Prep High School.
- Accessing, storing or printing files that contain pornography, obscenity, racism or use of language that degrades self or others.
- Using the Internet for commercial purposes or profit.

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

Resurrection College Prep High School will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for communication of sensitive or confidential information.

Because of the nature and technology of electronic communication, Resurrection can assure neither the privacy of an individual user’s use of Resurrection College Prep High School’s electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

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

**Schoology Code of Conduct**

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

- I will use a profile picture that is appropriate for school use and make sure that I have appropriate legal permission to use (i.e. in the public domain).
- I will use posts to discuss school-related content only.
- I will use a respectful tone of voice when posting. All school rules and consequences related to harassment and intimidation apply.
- I will use appropriate grammar instead of texting language.

- I will not use my posts to promote personal websites or chatrooms.
- I will not use sarcasm so as to avoid misinterpretations.
- I will not reveal any personal information on Schoology. This includes address, telephone number, email addresses, etc.
- I will not post photos or videos of myself or classmates without permission. All posted content will be appropriate for school use.
- I will not copy or transmit any student-generated content outside of the Schoology domain.

**These policies are subject to change at any time.**