



## **REGINA DOMINICAN HIGH SCHOOL**

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**A NATIONAL BLUE RIBBON SCHOOL**

# **2016-2017**

## **STUDENT HANDBOOK**

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# THE MISSION OF REGINA DOMINICAN HIGH SCHOOL

Regina Dominican, a college preparatory Catholic school for women, sponsored by the Adrian Dominican Sisters, fosters academic excellence, truth, peace, and justice while challenging each student to develop leadership for life and respect for all races, cultures, and faiths.

## PHILOSOPHY

Regina Dominican High School is a Catholic institution dedicated to the Christian education of young women. Guided by the Adrian Dominican tradition of scholarship in the pursuit of truth and justice, Regina graduates are challenged to exercise their education and Christian faith to empower themselves and others to live quality lives.

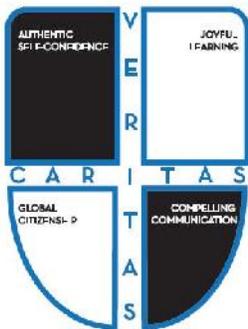
A college preparatory high school, Regina Dominican fosters academic excellence not only as a means to an end but also as a worthwhile process in the development of an educated woman. A Regina education integrates the humanities and sciences, encouraging students to see relationships among the various academic disciplines. The skills of interpretation, analysis, evaluation, and expression are cultivated through the mastery of content and concepts. Each student is challenged to achieve her potential for excellence in an atmosphere where learning is experienced as a cooperative enterprise.

In order to address the unique spiritual and emotional development of women in the twenty-first century, Regina Dominican complements the work of the family and provides an environment that encourages and supports opportunities for the adolescent to become self-actualizing. Endorsement of the leadership roles of women in the Church and society permeates the academic and extracurricular programs. Through experiences that provide spiritual and psychological integration of the young woman, each Regina Dominican graduate is equipped to be an active decision maker throughout her life.

Regina Dominican prepares its students to act responsibly in our rapidly changing, multicultural society. To this end, the curriculum and related areas emphasize a respect for various traditions and an awareness of our global community. Regina Dominican High School challenges each young woman to experience a love for truth and beauty, an appreciation of justice, and a respect for the world.

## REGINA DOMINICAN LEADERSHIP INSTITUTE

### REGINA DOMINICAN LEADERSHIP MODEL



The Regina Dominican Leadership Institute, which is grounded in Dominican values and the mission of Regina Dominican, challenges and inspires young women to become leaders in a changing, diverse, multicultural global community.

With the Regina Dominican Leadership Model as its foundation, the Leadership Institute encourages each student to live a life of excellence and achievement grounded in Veritas (Truth) and Caritas (Loving Compassion), while serving others and engaging in activities that promote a just and peaceful society.

The Regina Dominican Leadership Institute, acting as a recognized center for leadership development within the community, supports innovative practices designed to prepare young women to be active citizens of the world and to lead lives committed to leadership, community, faith, innovation, and excellence.

Leadership Institute initiatives include the Leadership Scholars Program, the Leadership Institute Speaker Series, Shadow Day Leadership Workshops, the Young Leaders Workshop, the Lunchtime Learning Series, the Summer Leadership Experience course and leadership activities in the classrooms and advisories.

Program offerings include: Leadership Scholars Program, Leadership Infused Curriculum, Speakers Series, Lunchtime Leaders, Student Leadership Certification and Leadership Portfolios.

## EDUCATIONAL OUTCOMES

The administration, faculty, and staff of Regina Dominican High School support and challenge young women toward their development in Christian ideals. It is hoped that each graduate of Regina Dominican:

### **I. Lives a Quality Life as an Expression Of Gospel Values:**

- A. Values her faith;
- B. Recognizes the value of prayer;
- C. Reflects on her life in response to the Gospel message;
- D. Develops a sense of belonging through her relationships with others;
- E. Relates to others with sensitivity and compassion;
- F. Makes moral decisions based on religious values;
- G. Respects all creation;
- H. Responsibly uses and shares the earth's resources;
- I. Promotes peaceful global interdependence;
- J. Challenges unjust and oppressive systems;
- K. Works toward the creation of a just society.

### **II. Values Education as a Developmental Process:**

- A. Recognizes the acquisition, integration, and creation of knowledge as a life-long pursuit;
- B. Appreciates ways in which the humanities and sciences inform one another;
- C. Values learning as a cooperative enterprise;
- D. Engages critically and constructively in exchange of ideas;
- E. Demonstrates effective communication in both oral and written expression;
- F. Demonstrates the use of critical thinking skills (e.g., analysis, synthesis, evaluation);
- G. Engages in risk-taking in the learning process;
- H. Utilizes current and emergent technology in an ethical, effective, and efficient manner.

### **III. Demonstrates a Life-Long Commitment To Becoming A Self-Actualized Woman:**

- A. Values herself as a woman;
- B. Accepts the challenges of personal growth;
- C. Exhibits self-reliance and self-confidence;
- D. Demonstrates a sense of personal integrity;
- E. Possesses a sense of joy and resilience;
- F. Demonstrates responsible decision-making;
- G. Accepts responsibility for her actions;
- H. Faces conflict assertively and empathetically;
- I. Makes choices consistent with a holistic life-style.

### **IV. Acts Reflectively and Responsibly in a Multi-Cultural World:**

- A. Demonstrates an openness to life's experiences;
- B. Acknowledges the past and present as significant influences on the future;
- C. Recognizes the interdependence of our global community;
- D. Demonstrates an appreciation of cultural and religious diversity;
- E. Respects the views of others while mutually working toward the betterment of society;
- F. Assumes responsibility as a leader in religion and society;
- G. Initiates and engages in activities that promote the creation of a just and peaceful society.

# LOYALTY SONG

## 1- Verse

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

## Chorus

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

## 2- Verse

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

# ACADEMICS

Regina Dominican High School, a four year college preparatory school for young women offers a rich curriculum at three academic levels. In general, all students enroll in seven courses during each semester. Under special circumstances, this regulation may be waived by the academic dean and student services.

## ACADEMIC PROBATION

A student who receives multiple failing grades in a marking period may be placed on academic probation. A student’s continuance at Regina Dominican depends on her demonstration of significant improvement during subsequent marking periods. (See attendance for additional grading policies and procedures.) An academic contract may be utilized as an instrument for addressing academic concerns. An academic contract is an agreement signed by the student, parent/guardian and the Assistant Principal/Academic Dean. The contract will state specific academic expectations required of the student and the consequences for violation of the contract. The contract may include a limitation on specific privileges during the contract period, at the discretion of the Administration.

# ACADEMIC RECORDS AND REPORTS

## REPORT CARDS

Report cards are issued at the end of each quarter. They are mailed to parents/guardians and provide an academic evaluation for each course in progress and an attendance record for each quarter. In addition, the semester report card includes the cumulative GPA. The school honors parent/guardian requests for second mailings to an address other than the home address of the student. Student grades are updated every week on EDLINE.

## PERMANENT TRANSCRIPT

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

## HONOR ROLL

Students are eligible for honors based on grades earned during each quarter. In computing honor roll status, an *unweighted* grading scale is used. Honor Rolls are posted in the student entrance and publicized in local newspapers and parish bulletins.

*B Honors: All grades are A, B, or C with a minimum 2.6 GPA*

*A Honors: An A average with a GPA of 3.5 and no grade below a B-*

*Incomplete grades exclude students from Honor Rolls for that grading period.*

## COURSE LEVELS

The Regina Dominican curriculum provides courses at three academic levels. Levels of course offerings are indicated in the Curriculum Guide. Properly used, level placement is a way of assisting students to reach their highest potential by providing an appropriate level of challenge and difficulty in selected subject areas. Initial placement recommendations are based upon a student’s academic record including aptitude and achievement test scores. A student may be in different levels of courses in various subject areas.

## CRITERIA FOR WRITTEN WORK ACROSS THE CURRICULUM

Written assignments will follow the guidelines for standard English grammar and usage. The written content must reflect critical thinking skills commensurate with the developmental level of the student and the course outcomes. Student written work will be assessed for both form and content.

## GRADING POLICIES

The level of a course determines the number of quality points assigned to grades in the grading tables. Grades earned in all courses taken at Regina Dominican are computed into a student's GPA. Summer school grades from other high schools are not computed into the GPA. Only semester grades become part of a student's permanent record. The weighted semester grades determine a student's cumulative grade point average (GPA).

GRADING TABLE		QUALITY POINTS		
		Level 1	Level 2	Level 3
100-99	A+	4.33	5.33	6.33
98-95	A	4.00	5.00	6.00
94-93	A-	3.66	4.66	5.66
92-91	B+	3.33	4.33	5.33
90-87	B	3.00	4.00	5.00
86-85	B-	2.66	3.66	4.66
84-83	C+	2.33	3.33	4.33
82-79	C	2.00	3.00	4.00
78-77	C -	1.66	2.66	3.66
76-75	D+	1.33	2.33	3.33
74-72	D	1.00	2.00	3.00
71-70	D-	.66	1.66	2.66
69-00	F	.0	.0	.0

P = Pass

F\* = Fail in Pass/Fail

I = Incomplete

W = Withdrawal

### FAILURE

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

### INCOMPLETE

An "I" denotes a deficiency in completing course work due to serious illness, family emergency or financial reasons. A student has a maximum of three weeks to finalize the grade. In cases where extenuating circumstances prevail, a student may request an extension from the academic dean.

### WITHDRAWAL

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

## GRADUATION REQUIREMENTS

Theology	4.0 credits ( <i>1 credit for each year of attendance</i> )
English	4.0 credits
Foreign Language	2.0 credits ( <i>in the same language</i> )
Mathematics	3.0 credits
Laboratory Science	3.0 credits
Social Studies	3.0 credits
Physical Education	1.5 credits
Fine Arts	1.0 credit
Communications	.5 credit
Electives	4.0 credits
TOTAL	26.0 credits

In addition, seniors must pass a standardized examination on the United States and the Illinois State Constitutions. Additional information on graduation and course requirements can be found in the Curriculum Guide.

## HOMEWORK

Homework is assigned daily. Students should expect to spend an average of three hours per night reading, studying, and completing written assignments, as well as planning and allocating time for long-range assignments.

If a student misses more than two days of school because of illness, a parent/guardian may contact the counselor and request information regarding homework assignments. If a request is made by 9:00AM, assignments may be picked up from the counselor the following school day.

## PASS/FAIL GRADING

Juniors and seniors may choose to have one course graded on a pass/fail basis. Forms requesting this option are available from the academic dean. A student should discuss the feasibility of this option with her counselor, the appropriate teacher, and her parents. The following conditions apply:

1. The student must be enrolled in at least six courses.
2. The course is not a graduation requirement.
3. The grade in the course is not a prerequisite for another course in the student's program.
4. A grade of P is issued only as a semester grade and only if the student earns a C- or above. Quarter and exam grades, however, appear on the report card in terms of the usual A, B, C, D, or F grading scale. Only the semester grade appears on the permanent record.
5. A P/F grade is not computed into the GPA, but a student who earns a grade of P receives full credit for the course. F\* indicates failure in a P/F course.
6. For both year and semester courses, approval of the appropriate teacher and the academic dean must be obtained each semester, prior to the last eight weeks. Once approved, the pass/fail decision is final.

## PREPARATION FOR COLLEGE ADMISSIONS

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

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

To gain admission to the college of one's choice, it is essential to begin planning early. It is recommended that students seek guidance from teachers and counselors, carefully study college catalogs, utilize the College View computer search program as well as visit college campuses. Seniors may request up to two (2) days of absence from school for college visitation. Second semester juniors may request one (1) day of absence from school for college visitation. Signed documentation from the college/university must be presented to the Attendance Office in order for the day not to be charged as an absence on the student's attendance record.

## **SEMESTER EXAMS**

Semester exams are given in each course and must be taken at the scheduled time. The semester exam is weighted at 20% of the semester grade. Verification from the Finance Office that tuition and fees are current is required before taking exams.

## **SCHEDULING**

### **CHANGE OF SCHEDULE**

A student who requests a change of schedule must be aware of deadlines, available space in the class desired, and the schedule change fee of \$35. No schedule will be changed solely because of teacher or time preference. In addition, seniors who request a schedule change after college application forms have been submitted must notify the college(s).

### **ADDING/DROPPING**

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

### **LEVEL CHANGES**

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

### **PROCEDURES FOR CHANGE OF SCHEDULE**

A student:

1. discusses the need for a schedule change with her parent(s), counselor, and teacher
2. obtains a "Schedule Change" form from her counselor;
3. obtains the signature of each teacher whose class is being \_\_\_\_\_ dropped, followed by the signature of each teacher whose class is being added;
4. returns the completed/signed form and the \$35.00 fee to the academic dean's office;
5. a schedule change will not be made until all of the above procedures have been completed.

## **SUMMER SCHOOL**

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

Credit and grades earned in summer school become part of a student's permanent record. Credit earned is added to the accumulated credit, but the grade value is not averaged into the cumulative GPA.

A required course taken for credit at Regina Dominican Summer School will be averaged into the cumulative GPA. (Example: Presentational Speaking)

**Students must submit a completed summer school approval form before enrolling in a summer school class at another school.**

It is the student's responsibility to request that an official transcript of summer credits be sent to Regina Dominican. A report card is not an official record.

## TEXTBOOKS

Students are required to bring textbooks as well as other appropriate materials to class each day. Textbooks can be purchased through Follett Books, which will maintain a current list of courses and materials required for Regina Dominican students. To order by phone, contact 877-827-2665 during business hours or access the *virtual* bookstore at [www.rdhs.bkstr.com](http://www.rdhs.bkstr.com) or [www.efollett.com](http://www.efollett.com). Textbooks are delivered directly to the student's home.

Used textbooks are available for purchase through the company. Likewise, students may sell their books back upon completion of the course through the Follett Books On-Campus Buyback Program held at Regina at the end of the school year. The school is not responsible for used book transactions between students and/or parents. **Students may not use a teacher edition of any textbook.**

## THE HONOR CODE OF REGINA DOMINICAN HIGH SCHOOL

Regina Dominican High School strives to create an atmosphere of academic integrity where students accept responsibility for their own education and the ramifications of their actions. The school community values academic integrity and promotes the development of the students into mature, honest, and responsible women. Academic dishonesty will not be tolerated, and any violators will be subject to the consequences stated below. At the beginning of each year the Honor Code is explained by teachers in each class. By signing her name on each assessment, the student will be reaffirming her commitment to the Honor Code.

Academic dishonesty is defined as unjust or unethical manipulation of material to achieve an academic advantage. Cheating, as a specific act of academic dishonesty, is defined as:

- handing in any work that is not your own;
- distributing and/or receiving answers on any graded assignment, test, quiz, paper, or homework;
- distributing and/or receiving a copy of any test, quiz, paper, or homework assignment;
- altering answers after an assessment was returned to gain credit;
- using study materials during an assessment;
- communicating during an assessment;
- manipulating grades in any manner;
- committing plagiarism. The Bedford Handbook, Seventh Edition, our required grammar text, defines plagiarism as follows:  
*Borrowing another writer's language, sentence structure, or ideas without proper acknowledgement is a form of dishonesty known as plagiarism.*  
*You must include a citation when you quote from a source, when you summarize or paraphrase, and when you borrow facts that are not common knowledge. (592)*

## STUDENT RESPONSIBILITIES

If a student suspects or has knowledge of academic dishonesty, it is her duty to inform the teacher, the academic dean, the Dean of Student Life, a counselor, or the principal.

## STUDENT PRIVILEGES

If a student feels that she has been treated unjustly, she should contact one of the following in this order: 1) teacher, 2) counselor, 3) department chairperson, 4) academic dean, 5) Dean of Student Life.

## STUDENT CONSEQUENCES

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

- A student who is found cheating on an assessment the first and subsequent times will be given a zero for that work. Additional consequences, if any, will be at the discretion of the administration.
- The first offense will result in a discipline notice being written and parents and guardians being notified.
- The second offense will result in a conference being held with the student, her parents/guardians, the teacher of the course, the counselor, academic dean and Dean of Student Life. The student will be placed on contract and will serve an in-school suspension.

## **REGARDING MEMBERSHIP IN ANY HONOR SOCIETY**

Freshmen and sophomores will have one full year after the most recent incident of academic dishonesty before being considered eligible for any honor societies. Juniors and seniors will automatically be considered ineligible for membership in an honor society and current members may be dismissed upon review of the incident.

## **REGARDING LEADERSHIP POSITIONS IN THE SCHOOL**

Any student guilty of academic dishonesty will be ineligible to hold any leadership position in school organizations for one full year after the most recent incident of academic dishonesty. Any student holding an elected office at the time of the incident will be dismissed. Students holding non-elected leadership positions at the time of the incident may be dismissed upon review.

# **GENERAL POLICIES & PROCEDURES**

## **BULLYING POLICY**

Treating others with respect is required of all students at Regina Dominican High School. Any form of demeaning or disrespectful behavior toward others is unacceptable. Bullying and harassment by any Regina student directed towards any person or persons, including classmates, teachers, or other members of the Regina community, will not be tolerated.

Bullying/harassment can take many forms including, but not limited to: intimidation, teasing, threats, spreading gossip or rumors, and misusing any form of electronic communication. Any form of bullying or harassment using electronic communication will be dealt with in the same manner as any other form of bullying.

All allegations of bullying will be taken seriously, investigated promptly and dealt with appropriately. All such cases will be referred to the Dean of Student Life for appropriate action. Students who engage in such behavior will be subject to disciplinary action, which could include, but is not limited to, a disciplinary contract, suspension or expulsion.

## **CHRONIC INFECTIOUS DISEASE POLICY**

A student who is diagnosed with a chronic infectious or communicable disease upon re-entry to the school community must provide documentation to the nurse from her health care provider stating that she is able to return.

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

## **TUITION AGREEMENT**

A "Tuition Agreement" signed by the parent(s) or guardian(s) at the time of registration must be on file in the Finance Office for each student enrolled at Regina Dominican High School. The Tuition Agreement sets out the terms and conditions of paying tuition and stipulates consequences for past due accounts. All tuition accounts and fee payments must be kept current. No diploma or no official transcript will be forwarded to any school, college or university until all financial obligations to Regina Dominican High School have been met in full.

## **GRADUATION POLICY**

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

## **HARASSMENT POLICY**

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

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

Reports of harassment or discrimination should be reported to the President, Principal, School Counselor or Dean of Student Life. Harassment claims will be promptly and confidentially investigated, and if it is determined that harassment has occurred in violation of this policy, appropriate corrective action will be taken, which may include disciplinary action.

## **MARRIAGE POLICY**

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

## **NON-DISCRIMINATION POLICY**

Regina Dominican High School admits students of any race, color, national/ethnic origin, or mental or physical handicap which does not preclude the adequate provision of services, to all the rights, privileges, programs and activities generally accorded or made available to students of this school.

Regina Dominican High School does not discriminate on the basis of race, color, national or ethnic origin, religion, or mental or physical handicap that does not preclude the adequate provision of services with respect to the administration of educational policies, loan programs, athletic or other school-administered programs.

## **PREGNANCY POLICY**

No student will be dismissed from Regina Dominican High School due to pregnancy. As a Catholic Christian community, we affirm, encourage, and emphasize the need to make good moral choices, which includes abstinence from engaging in pre-marital sex, as well as not considering abortion as a possible course of action.

When the school becomes aware of a Regina student who is pregnant, a conference to determine the most appropriate course of action will be held with the student, her parents, the principal, and additional school personnel, as designated by the principal. The educational, medical, psychological, and spiritual well-being of the young woman will always be the major consideration. The most appropriate course of action may include the student's continuance of studies at Regina Dominican or a leave of absence with direct assistance from school personnel toward completing her studies. Similarly, the student's return to school after delivery will be preceded by a conference.

## **REPRESENTATION OF REGINA DOMINICAN HIGH SCHOOL POLICY**

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

Regina Dominican High School has the sole discretion in determining what constitutes appropriate representation of the school's name, image, uniform and logos.

## **SCHOLARSHIPS AND AWARDS**

Regina Dominican High School offers scholarships and awards based on merit and /or financial need.

## **STUDENT'S PRIMARY RESIDENCE**

If a Regina Dominican High School student is living away from her parent(s), the school is to be notified immediately of the student's residential address and the school should be informed as to the person responsible for the student. This person must meet with the approval of the administration.

## **GENERAL PROCEDURES**

### **ARRIVAL AND DEPARTURE**

Prior to the second morning bell, students may enter the building at the student and main entrances. All tardy students must enter at the main entrance and then report immediately to the attendance office for admission to class. Students who are dismissed before the final dismissal bell, must leave through the main entrance.

### **ASSEMBLIES**

The school provides a variety of spirit-building, educationally valuable assemblies during the school year. Students are expected to report promptly to their assigned advisory seating area and exhibit respectful and courteous behavior.

### **CARE OF SCHOOL FACILITIES**

Students are urged to show pride in the physical appearance of their school by assisting in keeping all areas cleared of debris, such as paper and gum, and by assisting in the care of equipment and furniture. Gum chewing is allowed at the discretion of the teacher; it is never allowed in the auditorium or the CRC.

Unless engaged in an approved school-sponsored activity supervised by school personnel, students are not allowed on school property on non-school days nor on any day between 6:30 p.m. and 6:30 a.m. Violators will be dealt with as trespassers.

### **CHANGE OF ADDRESS AND PHONE**

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

### **CO-CURRICULAR TRAVEL TRIPS**

The purpose of co-curricular travel trips is to enhance the instruction of a given subject. Students are enriched by experiencing diverse cultures.

In order to insure the safety of all students and safeguard the reputation of Regina Dominican, the following policies will be followed:

1. Permission slips, medical forms, emergency information and policies are those outlined by the tour agency.
2. The consumption of alcohol is not permitted on any school-sponsored field trip including travel trips.
3. The faculty sponsor will consult with the Dean of Student Life, student services, and the current teacher before students are approved for the trip.
4. The behavior guidelines outlined by the tour agency will be enforced.
5. If the travel trip is scheduled during class days (and not during a vacation) the students must have a good attendance record to be eligible for the trip.

## DANCES

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

1. Student IDs are required for admission. Students without an ID will receive a detention.
2. Only students with High School IDs will be admitted to the dances. Students who attend public schools may attend if they are the guest of a Reginite and arrive with her at the beginning of the dance Elementary students are not allowed at Regina Dominican dances.
3. Students will not be admitted after one hour from the time the dance begins; they may begin to leave one half hour before the dance ends. Once a student leaves the dance she/he may not return.
4. The hours of dances and semi-formals are either 7:00pm - 10:00pm or 7:30pm - 10:30pm as advertised. Regina Dominican High School students may come individually or with a guest from another school. The prom is a formal dance. Though the hours of prom differ from semi-formal dances, all other school rules apply.
5. The school smoking, drug, and alcohol policies are in effect.
6. Appropriate attire is expected: micro-mini skirts, halter tops, backless tops, plunging necklines, one-strap tops, tube tops and bare midriffs are not acceptable. Other items may be deemed inappropriate as decided by the administration.
7. All student vehicles must unload, load, and be parked in the lot adjacent to where the event is held.
8. No persons may remain in the parking lot during the dance.
9. The school will provide a coat check for each event. All hats and backpacks must be checked. The school assumes no responsibility for lost, stolen, or misplaced items. Money and valuable items should be removed from coat pockets.
10. Dancing is to be safe and appropriate. Shoulder riding, mosh pits, juking, and suggestive dancing are not acceptable. Public displays of affection are not acceptable behavior at any dance or prom.
11. Students not picked up within 15 minutes of the end of the dance (unless they are on the clean-up committee) will not be allowed to attend the next dance/social.
12. The administration reserves the right to inspect backpacks, purses and bags brought into dances.
13. For students that have purchased tickets and do not show up their parents will be called. A school owned breathalyzer may be used to assist in determining if the student has consumed alcohol. Failure to comply with this request will result in a five day at home suspension.
14. Students with outstanding, unserved detentions are not allowed to attend any dance including the prom.

## EMERGENCY INFORMATION

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

## EMERGENCY SCHOOL CLOSINGS

In the event of a weather or other emergency that warrants Regina Dominican to close school the following notifications will be sent:

Parents and students will receive an email from our Communications Office via Constant Contact

Notification will be posted on our Website

Notification will be posted on the Emergency Closing Center, [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

## FIELD TRIPS

Field trips provide valuable learning experiences. Students with good attendance records are encouraged to participate, but may do so only with parental approval. The student, however, must assume responsibility for any class work, homework, and/or tests missed or assigned during her absence. Under some circumstances, in the best interest of a student, a teacher may advise a student not to participate in a particular field trip. **Students participating in the field trip must return to Regina via the transportation provided by the school.**

## **FIRE/DISASTER DRILLS**

Fire and disaster drills are conducted periodically during the school year. These drills keep students familiar with emergency procedures. Instructions for exiting the building in cases of emergency are posted in each classroom. Silence is mandatory during all drills.

## **INSURANCE**

It is strongly recommended that each student be covered by accident insurance. All students who participate in interscholastic competitive sports and physical education classes must be properly insured.

## **PRAYER**

Each school day begins with prayer, led by a member of the school community over the public address system. In addition, the school chapel provides a quiet place for private prayer and reflection, as well as for group prayer services. Students will pray at the beginning of each class period.

## **PUBLICITY**

All posters announcing activities should be approved by the faculty moderator of the group sponsoring the activity. Posters or announcements about an activity sponsored by an outside group must be approved by the Dean of Student Life. Students may not conduct fundraisers, collections or sales of any kind without the permission of the Dean of Student Life. No one may use the school name, logos, or motto on any type of social media or in any other way, e. g., using the Regina Dominican name on t-shirts or flyers without the express permission of the principal, the Dean of Student Life, and the Marketing and Communications Coordinator.

## **SECURITY AND SAFETY**

Students should never open an outside door for any visitor, nor should any door be propped open for any reason. Students who jeopardize security will incur serious disciplinary action.

## **SENIOR LOUNGE**

The lounge is set aside for the exclusive use of seniors in good academic standing. The lounge is open on school days, except during the advisory period. Seniors are responsible for keeping the lounge in order and may not leave personal belongings in the room. Seniors may have food and beverages in the lounge. Seniors may check out DVD's from the lounge collection or bring in their own movies for viewing. No movie with a rating beyond PG-13 is allowed. Lounge privileges may be revoked for individuals due to academic deficiency, behavioral contracts, behavior infractions, or at the discretion of school personnel. Students will be allowed to eat lunch in the senior lounge as long as they clean up each day.

## **STUDENT DIRECTORIES**

Student directories are provided online as a convenience to the families of Regina Dominican students. To avoid undesirable solicitation, addresses and telephone numbers should not be given to anyone outside of the school community. Any misuse of this information should be reported to the president of the school.

## **STUDY PERIODS**

All freshmen will report to a freshman study hall during their assigned study period. Sophomores and juniors assigned to a study period must report on time to their designated room of study. Seniors must check in with the faculty member at the student entrance desk. Seniors may sign out to the library, the cafeteria or the senior lounge. All students may not go to the CRC. Seniors may move freely between the lounge and cafeteria but must remain in the library should they choose to go there. Seniors, who are failing a course or have multiple "D" grades at the end of a quarter, will not have senior lounge privileges the following quarter. Juniors and seniors are allowed only two (2) study halls in a semester.

## **SURVEYS AND QUESTIONNAIRES**

Surveys or questionnaires may not be distributed without authorization from a school administrator.

## TELEPHONES AND MESSAGES

The receptionist receives all incoming calls. Phone messages for students should be limited to emergency situations.

## TRANSFER STUDENTS

A student who transfers to Regina Dominican will have her transcript evaluated according to the Regina grading and credit system. Any student wishing to transfer from Regina Dominican should notify her counselor. Parents/guardians will need to set up an exit interview with the principal to sign a "Release of Records."

## VISITORS

All visitors and guests must enter the building at the main entrance and immediately register in the main office. The receptionist will issue a visitor pass. Students interested in inviting a guest to visit the school must make arrangements in advance with the Dean of Student Life. Permission forms including parent and teacher signatures must be completed and submitted at least one day prior to the day of the visit. Visiting students should be made aware of appropriate dress and conduct by her hostess.

## SERVICES FOR STUDENTS

### BUS SERVICE

Bus service is available through PACE. For more information on PACE, or to obtain schedules, please call PACE Customer Relations at 847/364-PACE (7223) or view their website at [www.pacebus.com](http://www.pacebus.com). The bus company reserves the right to exclude any rider whose misconduct may endanger the safe transit of other passengers. Students are subject to Illinois State laws as well as Regina Dominican's expectations regarding conduct.

Regina Dominican offers an expanded bus service via mini-buses. Those students that are interested should contact the Dean of Student Life. Students are not allowed to ride the mini-bus without permission from the Dean of Student Life.

### CAFETERIA SERVICE

*Breakfast:* A variety of items are available before school each day from 7:15 a.m. to 7:50 a.m.

*Lunch:* Snacks and a variety of hot and cold foods are available during the lunch period.

Arrangements for storage of food for special occasions, such as birthdays or class parties, may be made with the cafeteria manager.

To facilitate efficiency during lunch periods, students must:

1. use trays;
2. not eat or drink in the cafeteria line;
3. use only the rest rooms in the Theology wing;
4. return trays, dishes and silverware to the designated areas;
5. dispose of all garbage and leave table clean.

Food and beverages are permitted only in the cafeteria and the senior lounge.

Students must use cash or the ID Debit Card for all cafeteria items which is payable at the time of purchase. There will be no credit extended for cafeteria items at any time.

## **CAMPUS MINISTRY**

Campus ministry provides every Regina Dominican student opportunities for continuing her spiritual development, and for nourishing her faith by rooting her in a community committed to gospel values. Reflection, prayer, and service are the cornerstones of this ministry.

### **RETREATS**

Each school year, retreats are offered for students of every grade level. Students are encouraged to use these opportunities to make a yearly retreat. All of the retreats focus on building community within and between classes, as well as on fostering the values of personal reflection and prayer. Students are required to make a day of retreat during their freshman, sophomore and junior years. For those students who do not attend a retreat, an alternative activity will be provided. During their senior year students may attend the Kairos retreat. Seniors who attend Kairos at the end of their junior year may not attend their senior year. Seniors who do not attend Kairos either Junior or Senior year will be required to attend an alternative retreat experience.

### **PRAYER**

Communal, liturgical, and private prayer is encouraged and modeled by faculty and student leadership. Holy days and special days in the school calendar are marked by the celebration of an all-school liturgy. Attendance is required at all liturgies. In addition, prayer services are offered at various times and for various groups throughout the year. Ecumenism, as well as a deep commitment to the sacramental tradition of the Roman Catholic Church, is affirmed and modeled in our prayer services. The school chapel is available throughout the school day for private prayer.

### **SERVICE**

Regina Dominican High School maintains a 50-year-old tradition and Dominican mission to provide service to others. These service opportunities help to provide our young women with worthwhile and life-changing experiences. While there is no minimum service requirement for graduation, our students are encouraged to serve in their place of worship, community, and school. We challenge our young women to serve in all of these areas in order to provide them with well-rounded experiences. In addition, we believe that this encourages a lifelong pattern of service.

Service hours are accrued when a student participates in any activity which provides service to one of the 3 areas listed above, and for which there is no monetary compensation. Students are responsible for obtaining, completing and submitting service hour documentation forms. Service hour forms will be accepted **no later than 3 months** following the completion of the service. Information regarding service opportunities is available in the Campus Ministry office. All service projects are subject to approval by the principal.

Please see "Campus Ministry Leadership Team - Dominican Preachers" in the Clubs and Organization section.

## **COMPUTER RESOURCE CENTER**

All students have access to computers for word processing, email, surfing the net, locating reference materials, preparing for PSAT, ACT, and SAT, and engaging in numerous other enrichment activities. The computer resource center is open each school day according to the posted hours. Arrangements for use at other times may be made in advance by consulting the director of the center. All students using the computer network must cooperate fully with regulations for the appropriate use of the Internet as well as for the care of equipment.

## **HEALTH SERVICES**

A registered nurse is typically available in the clinic from 7:30 a.m. -11:30 a.m. daily. Students needing to go to the clinic for an illness or emergency will be issued a pass from their classroom teacher. When an emergency occurs and the nurse is not available, students should report to the Attendance Office. Non-illness related visits (request for cough drops/band-aids/etc. should be made between classes.

### **ILLNESS**

When a student is too ill to remain in school, the nurse contacts her parent/guardian. The parent/guardian must accompany any student who is sent home by the nurse due to illness. If the student drives, the parent/guardian must give permission for the student to drive home. The nurse will assess the condition of the ill student before releasing her to drive and the parent/guardian will be notified. Students who are ill should remain at home. Refer to Page 16 when a student is diagnosed with a chronic infectious or communicable disease.

## **MEDICATIONS**

All distributed medication must be prescribed by a physician and necessary to maintain the student in school. Parents should consult with their daughter's physician to see if midday medication schedules can be adjusted so that medication is given at a time that a student is not in school.

A physician's order is required for the nurse to administer both prescription and non-prescription medication to your daughter. **The Medication Authorization Form** must be completed, authorized by the physician, signed by the parent/guardian and on file in the nurse's office for medication to be administered.

**All Prescription Medication** should be brought to the nurse's office in a container appropriately labeled by the pharmacist. Students who have permission by their physician and parent/guardian to self-administer inhalers, Epi-Pen/Benadryl or diabetic medication must have the appropriate section completed on the medication authorization form. Prescription medication administered at school must be renewed annually by the physician.

**The Non-Prescription (over the counter) Medications** that are kept in the clinic are Acetaminophen (Tylenol) 325mg, Ibuprofen (Motrin) 200mg, Diphenhydramine (Benadryl) 25mg, and Tums. All other non-prescription medications must be brought to the nurse's office in a manufacturer-labeled container. Over the counter medication authorization forms are valid until graduation, unless otherwise specified by the physician.

## **SCHOOL PHYSICALS**

In accordance with the Illinois State Code, the DHS Certificate of Health Examination Form is required for entry into 9<sup>th</sup> grade and for all transfer students.

## **VISION EXAM**

Completion of the Illinois Eye Examination Report is required only for students who enter the Illinois school system for the first time.

## **SPORT PHYSICALS**

The IHSA pre-participation examination form is required for all athletes. This form must be completed annually and provides 395 days of eligibility from the date of the exam. Students may not participate in sports until this form is completed, including all signatures, and turned in to the Athletic Director's office. In order to provide proper care for your daughter it is important that the parent/guardian update the nurse when a student has a change in medication or medical condition.

All health forms are available on the Regina website [www.rdhs.org](http://www.rdhs.org) - Parents - Medical Forms

## **CONCUSSIONS AND HEAD INJURIES POLICY**

### **Definitions**

For purposes of this policy, "interscholastic athletic activity" means any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, wrestling, and all other interscholastic athletics.

"Coach" means any volunteer or employee of the High School who is responsible for organizing and supervising students to teach them or train them in the fundamental skills of an interscholastic athletic activity, including both head coaches and assistant coaches.

### **Parental and Student Agreement to Participate**

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

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

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

- Establish a return-to-play protocol, based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, for a student's return to interscholastic and intramural athletics practice or competition and physical education activity following a force or impact believed to have caused a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity;
- Establish a return-to-learn protocol, based on peer-reviewed scientific evidence consistent with Centers for Disease Control and prevention guidelines, for a student's return to the classroom without accommodations, modifications, or monitoring after that student is believed to have experienced a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity;
- Include members appointed by the President or the President's designee, including, to the extent practicable:
  - At least one physician;
  - An athletic trainer, if one is employed by the High School;
  - A nurse, if one is employed by the High School; and
  - Any other licensed healthcare professionals or other individuals the President or the President's designee determines should be part of the team.

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

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

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

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

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

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, must also be removed from any intramural athletic activities and from the physical activity portion of the physical education course in which the student is enrolled.

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

### **Parental Notification**

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

## **Return to Play**

A student removed from an interscholastic athletics, intramural athletics, or physical education activity under this Policy shall not be permitted to return to such athletics or activity until:

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

A coach of an interscholastic athletics team may not authorize a student's return to play.

## **Return to Learn**

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

## **Training**

All High School coaching personnel, including the head and assistant coaches, and the athletic directors, shall pass concussion certification training required by the Illinois High School Association before the starting date of their position.

Beginning September 1, 2019, and at least once every 2 years thereafter, the following persons must submit proof of timely completion of an approved concussion training course to the President or the President's designee:

1. A coach or assistant coach of an interscholastic athletic activity must submit proof of completion of a training course on concussions approved by Illinois High School Association ;
2. A nurse employed by the High School or a volunteer nurse who serves as a member of the High School's concussion oversight team must submit proof of completion of a training concerning the matter of concussions that has been approved for continuing education credit by the Department of Financial and Professional Regulation; and
3. An athletic trainer must submit proof of completion of a concussion-related continuing education course from an athletic trainer continuing education sponsor approved by the Department.

A physician who serves as a member of a concussion oversight team shall, to the greatest extent practicable, periodically take an appropriate continuing medical education course in the subject matter of concussions.

A physician, athletic trainer, or nurse who is not compliance with the training requirements of this policy may not serve on the High School's concussion oversight team in any capacity.

### **Emergency Action Plan**

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

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

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

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

### **Educational Materials**

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

## **LIBRARY RESOURCE CENTER/WRITING CENTER**

The Regina Dominican High School Library Resource Center (LRC) provides students and faculty with research instruction, technology integration, a place to study, and an array of contemporary and classic books to foster a joy of reading.

The LRC encourages teachers to come with their classes to collaborate and learn about research tools and media literacy. A staff member is on hand to assist all students in becoming active evaluators and users of information to advance their research, writing, and reading skills.

Students have access to computers, peer tutors, an expanding and evolving selection of databases, magazines, and e-books to serve curricular and extra-curricular needs.

The LRC is open before and after school for students to work on homework, use the computers, or simply read a novel or magazine. Students may also come to the LRC during their study hall. Student ID cards function as their library card.

The LRC is connected to the Writing Center. This space is designed to encourage all students at Regina Dominican High School to strengthen their writing skills whether it is creating a thesis, learning how to use in-text citation, formulating an outline, writing a college essay, or proof-reading their paper. The Writing Center is open during posted hours. The Library Resource Center and the Writing Center welcome the entire Regina Dominican community to come in for their research, writing, studying, tutoring, technology, and reading needs.

## **LOST AND FOUND**

The school is not responsible for lost or stolen articles. The Dean of Student Life / Dean of Student Life should be contacted immediately in cases where theft is suspected.

Students are strongly discouraged from bringing large sums of money to school. If necessary on some occasions, it is suggested that money be given to the receptionist for safe-keeping during the school day.

All articles should be turned in at the reception desk located in the front office. Articles may be claimed from this location.

## **STUDENT SERVICES**

The primary goal of the Student Services Department is to personalize the educational experience of each student by systematically providing opportunities for ongoing personal interactions between each student and her counselor. During a student's four years at Regina Dominican, her counselor becomes familiar with her academic needs, abilities, strengths, areas of needed improvement, and career/college ambitions. Through individual and small group counseling, and large group guidance, the student becomes known and valued by her counselor as she reaches her academic/educational, personal/social, and career/college goals. Each counselor observes and encourages each student's academic progress through careful monitoring of her grades, standardized test scores, progress reports, career interest inventories, student portfolios, and classroom observations.

Counselors are interested in educating students from a holistic approach. Monthly large group guidance sessions provide an opportunity for students to increase their knowledge base and personal growth in areas such as study skills, goal-setting, standardized test preparation, self-esteem, healthy decision-making, personal female empowerment, freshmen transitions, the college application process, 4-year educational plans, career planning, and health and wellness-related topics. Counselors are available to meet with students and parents at any time for parent-student-counselor conferences and staffings held with a multidisciplinary team to assist students in reaching their academic potential.

Given the plethora of stressors encountered by today's youth, the Student Services Department strives to also assist young women as they navigate their way through the challenges of adolescence. Small group counseling sessions are available to those students interested in addressing issues related to divorce, grief and loss, self-esteem, family concerns, diversity, stress management, and friendship/relationship skills. The open door policy practiced by the Student Services Department encourages students to seek assistance from their school counselor whenever necessary within the context of a relationship that is warm, nurturing, growth-enhancing, and confidential.

## **WORK PERMITS**

Work permit application forms may be obtained from the registrar during school office hours. Application forms must be completed by the employer and submitted to the registrar accompanied by the student's birth certificate, social security number, and a letter of approval from a parent or guardian.

# CO-CURRICULAR ACTIVITIES

## ATHLETICS

### ELIGIBILITY

Regina Dominican High School is a member of the Girls' Catholic Athletic Conference (GCAC) under the auspices of the Illinois High School Association (IHSA). Regina Dominican High School has 23 teams in 12 interscholastic league sports. Rules and regulations for athletic activities promulgated by these organizations are strictly enforced by the Regina Dominican Athletic Department. In addition to the eligibility rules of the IHSA available on Regina's Website ([www.rdhs.org](http://www.rdhs.org)), the Regina Dominican Athletic Department enforces its own regulations. These include the following:

To be eligible for participation in any interscholastic or club sport, each athlete must:

- Have submitted a signed Student-Athlete Agreement to the Athletic Director. All students participating in athletics/extracurricular activities must comply with a code of conduct at all times and places, including after school, on days when school is not in session, during summer and other breaks, and on and off school property.
- Submit a completed IHSA pre-participation examination form. This form must be completed annually and provides 395 days of eligibility from the date of the exam. Students may not participate in sports until this form is completed, including all signatures, and turned in to the Athletic Director's office. (Refer to Health Services - Sports Physical Page 26).
- Be earning passing grades in all subject areas with no more than one grade of "D" to participate in. The athletic director checks weekly for academic eligibility. If a student becomes ineligible, she may be reinstated as a participating team member as soon as she meets minimum requirements.
- If absent from school the day of a contest, have authorization from the athletic director or the Dean of Student Life to participate in that day's contest. Authorization will be granted only if the absence was due to extenuating circumstances.

### CRITERIA FOR SELECTION

Each coach selects team members and determines the degree of participation of student athletes based on the differing skills required for each sport, the needs of the team, and the attitudes of athletes. Coaches evaluate student athletes based on the following manifestation of attitude:

- **EFFORT/COACHABILITY**

An athlete must constantly attempt to better her skills in a given sport. In consultation with her coach, she establishes improvement goals and makes a reasonable effort toward achieving them. She develops self-discipline, respect for authority, a spirit of hard work, and sacrifice. Attendance and punctuality for practice sessions and competitions reflect a positive attitude.

- **TEAM SPIRIT**

An athlete respects her teammates and demonstrates a spirit of cooperation and dependability. She places the success of the team above her own success.

- **SPORTSMANSHIP**

An athlete develops desirable social characteristics, such as emotional control, honesty, and a respect for the opponent. Whether winning or losing a contest, the athlete concentrates on playing her best.

### SPORTS OFFERED

#### **Fall**

Cross Country  
Golf  
Swimming & Diving  
Tennis  
Volleyball

#### **Winter**

Basketball  
Bowling  
Track & Field

#### **Spring**

Bass Fishing  
Lacrosse  
Soccer  
Softball  
Track & Field

## CLUBS AND ORGANIZATIONS

All students who participate in clubs or organizations at Regina Dominican High School must have a completed and signed Extra-Curricular Activities Student Agreement on file prior to participation. All students participating in athletics/extra-curricular activities must comply with a code of conduct at all times and places, including after school, on days when school is not in session, during summer and other breaks, and on and off school property.

Each club at Regina Dominican High School seeks to enhance the educational experience of students outside of the college prep curriculum.

1. **AMBASSADORS CLUB**
2. **ART CLUB**
3. **DEBATE CLUB**
4. **DOMINICAN PREACHERS**
5. **DRAMA CLUB**
6. **ERIKA'S LIGHTHOUSE**
7. **FILM CLUB**
8. **FRENCH CLUB**
9. **GLOW**
10. **GREEK CLUB**
11. **GREEN PAW**
12. **INTERNATIONAL CLUB**
13. **KALEIDOSCOPE**
14. **LATIN CLUB**
15. **MATHLETES**
16. **MIDDLE EASTERN CLUB**
17. **ORCHESIS**
18. **PADDLE TENNIS**
19. **PAR TEA CLUB**
20. **PERR LEADERS**
21. **PIN PONG CLUB**
22. **PROJECT HIPPOCRATES**
23. **RAQUETBALL CLUB**
24. **REGINA DOMINICAN ATHLETIC ASSOCIATION (RDAA)**
25. **REGINITES FOR LIFE**
26. **SPANISH CLUB**
27. **TECHNOLOGY CLUB**
28. **BIOLOGY - WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE)**
29. **CHEMISTRY - WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE)**
30. **ENGLISH - WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE)**
31. **MATHEMATICS - WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE)**
32. **PHYSICS - WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE)**

### **CAMPUS MINISTRY LEADERSHIP TEAM AND DOMINICAN PREACHERS**

The Regina Dominican High School Campus Ministry Leadership Team includes students from all class levels. These students assume leadership in planning and coordinating liturgies and service projects. In particular, the Campus Ministry Leadership Team sponsors projects that afford members of the student body opportunities for engaging in service. Campus Ministry Leadership Team also helps lead and plan for daily Morning Prayer. Members can apply to be a **Dominican Preacher** for their junior and senior years. Regina's Dominican Preachers include students chosen from the sophomore and junior classes. Those selected attend the national Dominican High School Preaching Conference held in Adrian, Michigan. There the students learn about the Order of Preachers and discuss the role of a student leader at a Dominican High School. The Dominican Preachers take on leadership roles throughout the school preaching the four pillars of Dominican life: prayer, study, ministry, and community in their personal style through academics, art, music, and assisting at school liturgies. As leaders, it is expected that the students follow the conditions for student leadership outlined in the student handbook.

## **PEER LEADER PROGRAM**

The Peer Leadership Program at Regina Dominican High School is designed to provide freshmen with a safe place to communicate with their peers about issues that are of importance to them. As leaders, it is expected that the students follow the conditions for student leadership outlined in the student handbook.

The Junior Peer Leadership Program prepares students to become Senior Leaders as they are trained in the following areas: (1) increasing their competence as leaders of groups; (2) learning how to work collaboratively in a group; (3) becoming active listeners offering constructive feedback; (4) examining issues commonly faced by adolescents; (5) learning to become more accepting of others and more respectful of differences; and (6) learning how to find solutions to problems that promote healthy development.

As Senior Leaders, students serve as role models in the areas of academic achievement, co-curricular involvement, and leadership. Senior leaders assist freshmen on a weekly basis through small group discussions. They help students as they balance academic and social responsibilities by discussing transitional issues freshmen may encounter during their first year of high school. Peer Leaders are given opportunities to exercise their leadership skills during various events held in the Regina community such as Red Ribbon Week, Wellness Day, Career Day, and College Night.

## **PERFORMANCE OPPORTUNITIES**

### **Fall Musical**

Each year Regina Dominican High School produces a major musical production. Participation is open to all students in good academic standing and young men enrolled as high school students. Auditions are held the second week of school.

### **Drama Production**

The Drama Department produces a dramatic play during the second semester. This is an extracurricular production open to all Regina Dominican High School students in good academic standing.

### **Theatre Crew**

In addition to actresses, each Regina Dominican High School production needs backstage crews for painting, set construction, lighting, sound, props, costumes, and make-up. Any interested student may join a crew.

### **Orchestr**

Orchestr provides an opportunity for Regina Dominican High School students to express themselves creatively through dance.

Students must audition to be a part of the Company. Students must show an appreciation for dance through rehearsal, technique, and choreography. This is an extracurricular activity and students must commit themselves to after school rehearsals for the Performance.

## **STUDENT PUBLICATIONS**

### **CROWN**

Regina Dominican High School's student news magazine is published online every month by a team of dedicated student journalists. Taught as a class, CROWN or Journalism II allows students to learn and practice the fundamentals of journalism by publishing the student news magazine. Successful completion of Journalism I is a prerequisite.

### **Yearbook**

Junior and senior students elect to take the Yearbook course. They oversee the entire process using digital technology for page design and photography.

## **HONOR SOCIETIES**

### **NATIONAL HONOR SOCIETY**

The Regina Dominican High School Chapter of the National Honor Society follows the by-laws and constitution set forth by the Virginia based National Honor Society organization. Membership in the National Honor Society is an honor bestowed upon a student and not a right. Students do not apply for NHS membership, but upon meeting initial criteria determined by the Faculty Council, students are invited to submit a membership packet for consideration.

To be eligible for membership into the Regina Dominican High School Chapter of the National Honor Society, a student must be an incoming junior or senior. Membership is based upon excellence in four areas: scholarship, leadership, service, and character.

### **Scholarship**

In order for a junior or senior to be initially considered for membership, they must have a 4.7 cumulative grade point average as an incoming junior or incoming senior.

If students meet the scholarship requirement of a 4.7 cumulative grade point average, she will then be evaluated on the basis of leadership, service, and character. The Faculty Council will make their member recommendations to the principal, who is responsible for the final decision.

### **Leadership**

Leadership is based on the student's participation in at least two extracurricular clubs, organizations, athletics, etc. in school or their community or the student has been elected to an office.

### **Service**

Incoming juniors are required to have 60 documented service hours; incoming seniors must have a minimum of 90 service hours. All NHS members must have 120 service hours by the end of the first quarter senior year. Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others, without any direct financial or material compensation to the individual performing the action.

### **Character**

Students must exhibit quality of character demonstrated through respect, responsibility, trustworthiness, fairness, kindness, and citizenship. Character is measured in terms of integrity, behavior, ethics, and cooperation with fellow students and faculty and staff. Students should have five or fewer detentions from their previous academic year; five or fewer tardies from their previous academic year, and no more than 13 absences from their previous academic year. A list of candidates will be presented to Regina faculty and staff for a final commendation about their NHS status. Any negative reference by a faculty and/or staff member will be discussed by the Faculty Council who will make a final determination with the principal's approval.

Although a student is commended for maintaining a high scholastic grade point average, a student needs to understand that membership is not a guarantee for National Honor Society membership. The decision for membership is made by the Faculty Council with a final approval from the principal.

A student becomes an official member of the National Honor Society after she has been formally inducted. Per National guidelines established by the NASSP, no student is awarded membership unless they attend the Induction Ceremony, usually held in early November. Also, participation in NHS sponsored events is mandatory and students must follow the precepts presented by the Advisor, Faculty Council, and Principal. All members will be required to sign and abide by a Leadership Code of Conduct.

Once elected into the National Honor Society, standards must be maintained. Failure to maintain one of the NHS pillars of scholarship, leadership, service, and character, will result in a written warning or possible dismissal.

Students who have transferred into Regina Dominican High School should bring a notarized letter from their previous school certifying their membership in the National Honor Society. Transfer students should fully understand that they are responsible for meeting the Chapter's standards for membership.

The Regina Dominican High School Chapter of the National Honor Society operates under two constitutions: its own and the Constitution of the National Honor Society. Further information regarding membership can be obtained by the Chapter Advisor.

### **NATIONAL ENGLISH HONOR SOCIETY**

The National English Honor Society (NEHS), founded and sponsored by Sigma Tau Delta, is the only national organization exclusively for high school students and faculty who, in the field of English, merit special note for past and current accomplishments. Membership in the National English Honor Society is an honor bestowed upon a student. Upon meeting initial criteria, students are invited to submit a membership packet for consideration. To be eligible for membership into the Regina Dominican High School Chapter of the National English Honor Society, a student must be an incoming junior or senior.

### **NATIONAL ART HONOR SOCIETY**

This organization strives to recognize and develop the artistic talent of its members and to encourage them to use their talent in service to school and the larger community. Qualifications for membership include art scholarship, service and character. Only juniors and seniors who have maintained an "A" average in at least three semesters of art are eligible for membership. Students are formally asked to join through a letter indicating they have met the requirements. Following this the students must complete an application process. The moderator reserves the right to decline membership based on application requirements. Once admitted, students are required to attend all meetings and activities.

### **MU ALPHA THETA: MATHEMATICS HONOR SOCIETY**

Mu Alpha Theta is the National High School Mathematics Honor Society with over 88,000 student members in June each school year in more than 1,800 schools across the country. Mu Alpha Theta is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school. Eligible students must maintain a Grade Point Average of at least 4.6 in a minimum of four semesters of mathematics.

### **SOCIÉTÉ HONORAIRE de FRANÇAIS**

This national honor society recognizes students of high scholastic achievement in the study of the French language and fosters enthusiasm for understanding the francophone culture and civilization. Students who have maintained a grade point average of at least 4.6 in at least four semesters of French and an overall average of at least 3.6 are eligible to apply for membership. Additional membership information is available from the faculty moderator.

### **SOCIEDAD HONORARIA HISPANICA**

This national honor society recognizes students whose achievement in the study of the Spanish language and culture is outstanding. Students who have maintained a grade point average of at least 4.6 in four semesters of Spanish (or three semesters if starting in Spanish II) and have demonstrated involvement in and dedication to the Spanish language and culture outside of class time are eligible to apply for membership. Applicants must also demonstrate good character and citizenship within our community. Members must maintain these standards to remain a member. Additional membership information is available from the faculty moderator.

### **TRI-M (MODERN MUSIC MASTERS) INTERNATIONAL HONOR SOCIETY**

Chartered in 1962, the Regina Dominican High School Chapter of Tri-M exemplifies the long-standing school tradition of commitment to excellence in music education. To be eligible, a student must be currently enrolled in one of the Regina Dominican performing groups, maintain an A average in music and a B average overall. An audition is required to be considered for membership. In addition, a demonstration of excellence in the following areas is also a consideration: character, leadership, service and academics.

### **INTERNATIONAL THESPIAN SOCIETY**

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

## **LEADERSHIP**

### **CLASS LEADERSHIP BOARD**

The sophomore, junior and senior classes elect their own Officers and Advisory Representatives. The freshman class elects Officers and Representatives at the end of the first semester. The Class Leadership Boards plan class activities throughout the year. Events can include dances, socials, service projects, and charitable fundraisers.

### **STUDENT COUNCIL**

Five Student Council officers, one historian and advisory representatives from each class provide leadership for the student body, promote communication between students and faculty, foster loyalty to the policies of Regina Dominican High School, teach understanding of democratic ideals and promote school spirit. Six committees (Activities, Communication, Publicity, Public Relations, Service, and Spirit) work in collaboration to plan activities for the entire school community, including faculty luncheons, gnomocemoH, Dad-Daughter Tailgate, Spirit Days, and Variety Show. Regina Dominican High School's Student Council is a member of the National Association of Student Councils and the Illinois Association of Student Councils (IASC).

## QUALIFICATIONS AND CONDITIONS OF CANDIDACY FOR STUDENT LEADERSHIP

1. Student leader expectations:
  - a. Must have a cumulative “C” average as well as a current “C” average to qualify as a candidate for any elected position;
  - b. Must maintain a good attendance record, (not absent more than five days per semester - not tardy more than four times a semester);
  - c. Must adhere to school policies (not more than three detentions per semester and not more than one Saturday Detention per semester). Must not have been involved in an incident of academic dishonesty for one year;
  - d. Students earning an in-school suspension may not run for office for a year from the date of the suspension. Students on any kind of probationary contract may not run for office.
2. To remain in office, qualifications for candidacy must be maintained.
3. After three unexcused absences from meetings, a student must relinquish her position.
4. A student elected to an officer or representative position on Student Council may not hold an officer or representative position on a Class Leadership Board.

A student may not hold more than one of the following leadership positions:

- Student Council Executive Officer
- Class Leadership Board Officer
- National Honor Society President
- National Honor Society Vice-President

A student in a major leadership position may not hold a leadership position in any other club, council, organization or honor society unless she receives the signatures of both moderators to indicate awareness of that student’s level of participation. The student will be required to uphold each organization’s leadership contract and attendance policy.

The moderators of the organizations in which the student holds leadership positions will determine quarterly whether the student is meeting her responsibilities for each organization. Should the moderators find that the student is not able to meet her responsibilities for both organizations, the moderators, after discussion with the student, will ask the student to resign from the secondary leadership position and continue to serve in her primary leadership position (National Honor Society president and vice-president; Student Council officers and representatives; and Class Leadership Board officers and representatives are considered primary leadership positions).

Members of Student Council and Class Leadership Boards meet each Tuesday. Members of the National Honor Society meet the first Thursday of each month. Other school organizations should avoid holding mandatory meetings on Tuesdays or on the first Thursday of each month.

5. Uniformity in class elections shall be maintained.
6. Nominees will present their platforms to students so that voters can make informed choices. To be elected, a candidate must have a simple majority of the votes cast on the day of the election. Candidates running unopposed must gain at least 50% voter confirmation.
7. In Student Council, if the office of president is vacated, the vice-president will assume the office of president. If she accepts, an election will be held for the vice president position; representatives among the advisories may then elect replacement representatives. On Class Leadership Board, if an officer position is vacated an election will be held among the Advisory Representatives.
8. All leaders will be required to sign and abide by a Leadership Code of Conduct Contract and attend all mandatory training.

# SCHOOL RULES

## EXPECTATIONS FOR BEHAVIOR

In an effort to create an atmosphere conducive to learning, rules of behavior have been adopted by Regina Dominican High School. The manner in which a student conducts herself is a reflection of herself, her parents, and her school. Her every action contributes to the Regina Dominican High School community and to the reputation of the entire student body; therefore, civil, courteous behavior and respect for the rights and property of others are expected of all students in the classroom, throughout the school buildings and grounds and all school functions. Conduct, whether inside or outside the school, which is detrimental to the reputation of the school can result in disciplinary action.

## ATTENDANCE

Regina Dominican High School, in accordance with state law, requires students to be in attendance and on time for all classes every day of the school year except in the event of an excused absence. Consistent class attendance provides an opportunity for continuity in learning. The personal interactions between students and teachers and among students are essential components of the Regina Dominican High School educational program that can be negatively impacted by inconsistent student attendance.

An attendance contract may be utilized as an instrument for addressing academic concerns. An attendance contract is an agreement signed by the student, parent/guardian and the Dean of Student Life. The contract will state specific attendance expectations required of the student and the consequences for violation of the contract. The contract may include a limitation on specific privileges during the contract period, at the discretion of the Dean of Student Life

### **UNEXCUSED ABSENCES**

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

- An administrator will meet with the student and her parent(s)/guardian(s) to discuss the situation and a course of action, which may include a discipline contract.
- Students will not be allowed to participate in co-curricular activities, dances, or practices on days of unexcused absence from school.
- The student forfeits the opportunity to receive credit for classwork or tests given on the day of the unexcused absence.

### **EXCUSED ABSENCES**

Absences resulting from illness, death in the family, family emergency, attendance at a mandatory court or administrative hearing, medical quarantine, or attendance at a school-related, approved school functions may be excused, if the required procedures are followed. However, if a student accumulates 12 or more absences in a semester, she will be placed on an attendance contract and administration may lower course grades and/or deny credit. A contract may also be initiated for students with less than 12 absences in an effort to improve daily attendance.

**Call Required:** Parents/Guardians are required to phone the attendance officer at 847-256-7660 ext. 237 by **8:30 a.m. each** day the student is absent for all or part of the day.

- **Planned early dismissals:** Planned early dismissals are strongly discouraged and should be requested only for urgent matters. The school strongly urges that professional appointments (i.e., doctor, dentist, etc.) be made outside of school hours. In unavoidable cases, the student **must present** a note to the attendance officer **in the morning before school begins**. The note must include: the student's name, the date and time of the requested dismissal, the specific reason for making the request, and the parent/guardian's signature. The student should also advise her teachers of her forthcoming absence. **The student** must sign out in the main office when leaving school and sign in if returning to school after an appointment. For a dismissal to be noted as a "doctor's appointment," the student must present a doctor's note upon return.
- **Unplanned early dismissals for illness: Clinic Dismissal:** If a student becomes too ill during the school day to remain in school, the school will contact the parent/guardian to make arrangements for the student's early dismissal. **Students may not contact their parents for an early pickup prior to the school's approval of the early dismissal. Students who do so will be subject to detention.**
- **Late arrivals:** If a student arrives late to school due to illness, medical appointments, or a family emergency, **the late arrival** must be preceded by a call from the parent/guardian to the attendance office explaining the reason for the late arrival. For a late arrival to be noted as a "doctor's appointment," the student must present a doctor's note upon return.
- Students who receive an excessive number of late arrivals may be subject to discipline contract.

### **Planned absences for college visits**

- Seniors may request up to two days of absence from school for college visitation. Second semester juniors may request one day of absence from school for college visitation. Signed documentation from the college/university must be presented to the Attendance Office in order for the day not to be charged as an absence on the student's attendance record.

### **Planned absences for vacations, etc.**

- The school strongly disapproves of a student missing school because of a family trip or vacation. In unavoidable situations, however, the school requires the following procedures in order to provide continuity in the learning process. The student **must**:
- Present a note from her parent(s)/guardian(s) stating full approval for this absence to the Assistant Principal/Academic Dean at least **one week** prior to the time of absence;
- Obtain a "Notification of Extended Absence Form" from the attendance officer;
- Obtain the signature of each of her teachers
- Submit the completed form to the attendance officer at least one day prior to the planned absence;
- The student must see the attendance officer the morning of her return from the absence for an admission slip, which the student must present to her advisory teacher.

### **Extended absence due to illness.**

In the case of an illness, the parent/guardian need not comply with the general procedure of calling the attendance officer each day of an absence lasting **four** or more days, if the parent/guardian and student comply with all of the following procedures:

- The parent/guardian must notify the attendance officer of the basis for the extended absence and the expected duration.
- The parent/guardian must contact the counselor requesting assignments and homework.
- The counselor will contact the student's teachers for assignments and make arrangements for the pick-up of assignments.
- The student must bring a doctor's verification/note justifying the absence and clearing the student for return to school.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as **NO** absences from school including any excused or unexcused absences as well as no late arrivals, or tardy detentions. School sponsored events, such a field trips, are not counted as an absence.

**HALF-DAY ABSENCE:** Missing more than three class periods within a school day constitutes a half-day absence.

### **STUDENT RESPONSIBILITIES AFTER ABSENCES**

- Students are responsible for the completion of all homework and assignments missed during the time of absence. It is the student's responsibility to obtain make-up work (class work and homework assignments) from her individual teachers and to arrange and comply with a schedule for make-up work approved by each individual teacher. Credit is allowed for make-up work and examinations if the student complies with the schedule.
- Teachers will provide reasonable assistance to students who are absent.

## **CELL PHONES, iPADS AND PERSONAL ELECTRONIC DEVICES**

Policies regarding cell phones, iPads, and personal electronic devices are as follows. Violations to these policies will result in confiscation and sanctions described below:

- Students are not allowed to take pictures or videos of classmates, faculty or staff, or classroom activities without permission.
- Devices are not allowed to be audible from any location.
- The use of the device during educational time for non-educational purposes is prohibited.
- Use of devices during non-educational time is allowed and non-educational time is defined as: lunch, before and after school.
- **Faculty and staff have complete control of the use of all devices within their classrooms and offices.**
- Student use of electronic devices is a privilege, not a right and may be revoked at any time.
- If a student loses the use of a device they must make alternative arrangements with their teacher to complete required work.
- Devices are not allowed during test and/or finals unless otherwise specified by the teacher. If a device is visible, audible, or on a student's person (turned on or off) during a test or quiz, the incident will be treated as an incident of academic dishonesty. The student will receive a zero on the assessment, parents will be notified, and a sanction will be issued according to the description below.

#### Sanctions

- 1<sup>st</sup> Offense - Detention and confiscation of device for the day.
- 2<sup>nd</sup> Offense - Detention, confiscation of device for the day and only a parent or guardian may retrieve the device
- 3<sup>rd</sup> Offense - Saturday Detention, confiscation of device for the day and a parent or guardian must retrieve the device.
- 4<sup>th</sup> Offense - Parent meeting and semester probation and/or internet privileges revoked.

## DETENTION

The detention system provides consequences for infractions of school rules. A detention shall be issued for any of the following:

- Tardiness to class, advisory, study, CRC, library or assembly
- Dress code violation
- ID Violation
- Disrupting class/advisory/assembly/safety drill
- Inappropriate behavior/language
- Disrespectful behavior
- Student in unassigned area and/or no hall pass
- Parking/driving violation
- Failure to respond to library notice
- Failure to adhere to stated deadline
- Failure to use school provided lock
- Failure to lock locker
- Eating/drinking outside cafeteria or senior lounge
- Food, beverage or gum in auditorium
- Failure to serve a detention on time
- Wearing of headphones in the hallway during passing periods

In addition to the above, faculty/staff members may issue a detention for other reasons they deem appropriate for their classroom or activity.

Students are not required to serve the first dress code or ID detention they receive in an academic year. Students are also not required to serve the first locker violation they receive in an academic year; however **all** dress code and locker detentions **are** counted in the student's total. The second and subsequent detentions earned in these categories must be served on time.

### AFTER SCHOOL DETENTION

Silent detention is held on Tuesdays and Thursdays after dismissal and on Fridays before school for 40 minutes. Exceptions will be announced. Detentions must be served within three detention days of the date on the detention. If not served within this time frame, the student will receive an additional detention for each detention service day missed in which the overdue detention remains unserved. If a student does not serve these detentions they will be issued a Saturday Detention in place of the unserved detention.

Any concerns or questions regarding the issuance of a detention must be addressed and resolved **before** the last day the detention is due to be served. Detentions issued for overdue, unserved detentions will not be taken away regardless of the status of the original detention.

Athletic practices or games, after-school employment, extra-curricular activities, and transportation difficulties, or forgetting that one has an outstanding detention are not valid excuses for failure to serve a detention on time. Students with overdue, unserved detentions may not participate in school activities until these detentions are served. This includes sports and dances, including the prom. If a pattern of overdue, unserved detentions develops, the student is liable for suspension.

### DETENTIONS AT THE END OF THE YEAR

Students are expected to serve all outstanding detentions by the end of the school year. Seniors will not be permitted to attend Prom with unserved detentions. Students who fail to do so will be subject to consequences that could include, but are not limited to, Summer Detention and a \$50 fee. Seniors with unserved detentions will have their diplomas withheld until all detentions have been served.

## **EXTENDED DETENTION**

Students who earn more than five detentions in the fourth quarter after the last scheduled Saturday detention will be required to attend a two and one-half hour extended detention during finals week. An extended detention is the equivalent of a Saturday detention and a \$50.00 fee is required.

## **PROCEDURES**

1. The student presents her detention slip and her ID to the detention supervisor and signs in on the detention roster.
2. After school detentions are held from 3:10 p.m. to 3:50 p.m. and before school detentions are held from 7:10 a.m. to 7:50 a.m.
3. Students serving detention must be in uniform or in the dress code of the day. Book bags and coats must be left in the back of the detention room.
4. Students may not have food, beverages, gum, or cell phones in the detention room.
5. Using a cell phone in detention will earn an additional detention. A student who falls asleep or is disruptive in any manner is subject to an additional detention or she may be required to leave at the discretion of the detention supervisor. If a student is required to leave at any time, the detention for that day will be considered unserved.

## **SATURDAY DETENTION**

The Saturday detention system provides consequences for serious infractions of school policies. A Saturday detention may be issued for any of the following:

1. A student exhibits blatant inappropriate behavior in class (e.g. continues talking after being given a detention, shouts out answers, argues with a teacher, belittles another student);
2. A student verbally abuses another student or a faculty/staff member;
3. A student uses vulgar or profane language;
4. A student is caught smoking on school property or at a school sponsored event (first offense);
5. A student cuts class. A cut is defined as missing more than half of any one class or completely missing a class;

A student does not serve a detention that they have already received an additional detention for not serving. Saturday detentions are held once or twice a month as needed. Saturday detentions run from 9:00 a.m. to 11:30 a.m. Students serving Saturday detention will be required to pay a \$50.00 fine. Employment, and other responsibilities, extra-curricular activities and/or sporting events are not acceptable reasons for missing Saturday detention. Failure to attend Saturday detention will warrant a one day in-school suspension, and rescheduling of the original Saturday detention. Students who receive more than two Saturday detentions in one school year will not be eligible for an honor society or elected leadership position for one full year after the most recent Saturday detention. Those already in an honor society or elected leadership position may lose that position upon review.

## **DISCIPLINARY ACTIONS**

Upon review of any incident in which a student fails to follow school rules, the administration reserves the right to apply consequences in addition to, or in place of, the disciplinary actions outlined here.

## **DISCIPLINARY PROBATION**

A student who commits a serious offense or has received multiple disciplinary referrals may be placed on disciplinary probation, which includes the enactment of a disciplinary contract. A Discipline Contract may be utilized as an instrument for addressing inappropriate behavior. A Discipline Contract is an agreement signed by the student, parent/guardian and the Dean of Student Life. The contract will state the specific behaviors required of the student and the consequences for violation of the contract. The contract may include a limitation on specific privileges during the contract period, at the discretion of the Dean of Student Life and Administration. A student whose conduct warrants disciplinary probation for two consecutive quarters is liable for expulsion.

## **DISCIPLINE NOTICE**

A discipline notice is given to the Dean of Student Life for very serious infractions such as: dishonesty, academic or otherwise; damaging school property; blatant or repeated disrespect toward school personnel, visitors, or other students; second smoking offense. In cases of a discipline notice, the Dean of Student Life notifies the parent/guardian of consequences. The consequences, which could include but are not limited to, Saturday detention, in-school suspension, or expulsion, are determined by school personnel. The Dean of Student Life will determine if the offense warrants disciplinary probation.

## DRESS CODE EXPECTATIONS

Enrollment at Regina Dominican High School implies agreement with, and acceptance of, the dress code policies. Students in violation of dress code policy will be subject to detention. No school dress code can explicitly state or cover every situation. The school reserves the right to interpret and develop policies and regulations as necessary based on the mission and values of Regina Dominican High School.

Regina Dominican High School expects its students to take pride in their appearance. Students should be well groomed and neatly dressed in clean, hemmed uniforms. There should be no holes, tears, or markings on clothing.

The goals for the dress code are:

- to create an atmosphere conducive to learning
- to be easily observable and enforceable
- to promote student safety
- to be in good taste and to ensure modesty
- to project the appropriate image for students of Regina Dominican High School

## DAILY POLICIES

The following are expectations for each and every day no matter the dress code.

### Student IDs

Current IDs must be worn on school issued lanyards around the student's neck and must be visible to all school personnel. **IDs must be worn every school day for the entire day, with no exceptions.** A student's ID must never be given to, or worn by, another student. The ID serves as a school library card and must be shown for admission to school functions. Student IDs are a helpful tool in the case of a school emergency. If the ID is lost or damaged, the student must replace it at her own expense. IDs may not be defaced in any manner. Replacement IDs are available through the Dean of Student Life.

### Piercings

Ear piercings are permitted; all other piercings are not allowed. No studs, spacers, keepers, or jewelry of any type may be worn in any piercing other than in the ears. Band-Aids that cover piercings or piercing jewelry are not permitted.

### Hair/Head Coverings

Only natural hair colors are acceptable. Hair should be neatly groomed and clean. Shaved heads or other extreme or exaggerated styles are not permitted (medical reasons excluded). No head coverings or headbands wider than two inches may be worn. All fabric headbands cannot be worn for special school functions such as liturgy, speakers, assemblies, etc.

### Jewelry

A minimal amount of appropriate jewelry is acceptable. Due to safety, students may wear only small earrings.

### Tattoos

Students may not have any visible tattoos at any school functions.

## UNIFORM DRESS CODE

- Outerwear: Must be either Regina Dominican High School approved **uniform** outerwear with the **current** Regina Dominican High School logo (1/2 zip or V-neck), National Honor Society sweatshirt, the school approved senior sweatshirt or 4th quarter seniors may wear the sweatshirt of the college that they have committed to. No other outerwear is allowed. A uniform polo shirt must be worn under all school approved outerwear. Jackets, sweatshirts and/or pants may not be carried in the hallways during the school day.
- Polo Shirts: Must be white, grey, or black with the **current** Regina Dominican High School logo.
- Shoes: Shoes must be blue, gray, black, brown or white gym shoes or dress shoes with one accent color. Shoes must have a hard sole and an enclosed toe and heel. Boots, high heels, clogs, flip-flops, shower shoes, Uggs, soft-soled moccasins, or slipper-like shoes are not allowed. All shoes must be in good condition.

- Shorts: May be worn under skirts provided the shorts are not visible below the skirt hem. Pajama bottoms or leggings are not permitted.
- Skirt/Pants: Must be the class uniform skirt or black uniform pants, purchased from Schoolbelles. Skirts must be buttoned, not rolled and be worn no more than one length of the student ID, turned 90 degrees above the knee. Parents of students whose skirts are too short will be contacted and arrangements must be made to adjust the length of the skirt.
- Socks: Knee socks or tights must be a solid color of black, white or grey. No stripes, patterns or designs are permitted. Knee socks or tights must always be worn. Tights or leggings without enclosed toe and heel are not allowed.
- T-Shirt: A solid white T-shirt may be worn under the uniform polo provided the T-shirt is tucked into the waistband of the skirt or pants. T-shirt sleeves may not extend below polo sleeves.

### **SPIRIT DAY DRESS CODE**

- All clothing must be black, white, and/or Regina Blue and must be Regina Dominican High School athletic or spirit wear. All items must be approved by the Dean of Student Life.
- No other high school's or college's apparel should be worn.
- Flip-flops, sandals, and shower shoes are **not** allowed.
- All clothing items such as shorts, pants, jeans, and leggings must have full-coverage. Clothing should not be revealing or torn. Length of shorts should be that of the uniform skirt.
- Spandex or bike pants are not allowed, unless worn under a skirt.
- Tank, halter, one-strap, strapless, bare-midriff, or tops with plunging necklines are not allowed.

### **DRESS UP DAY DRESS CODE**

- Students must wear a dress or skirt of appropriate length or dress pants and blouse/sweater. The length of the dress should be no more than one length of the student ID, turned 90 degrees above the knee.
- Sweatshirts, t-shirts, tank, halter, one-strap, strapless, bare-midriff, or tops with plunging necklines are not allowed.
- On dress up days students may wear dress shoes with an open toe and/or heel, but no flip-flops.

### **DRESS CODE NOTES**

- Out-of-uniform passes will be available from the Dean of Student Life before the start of the school day upon receipt of a note from parents explaining the need to be out of uniform.
- A request from a parent for wearing jeans or shorts on a uniform day will not be honored.
- When a student does not have her uniform, she must rent one for \$1.00 from the Dean of Student Life before Advisory. All uniform items, including socks, are available. If a student fails to rent the necessary uniform, she is subject to detention.
- Students always have the option of wearing their uniforms on dress up days or spirit days.

## **EXPULSION**

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

## **GANG AFFILIATION**

Any visible affiliation with a gang or gang-related activities is not permitted on school grounds or at school-sponsored functions. In cases of suspected violations, the Dean of Student Life notifies the parents/guardians and the student is immediately suspended pending an investigation. If the student is found to be in a gang or engaging in gang-related activities, she will be expelled.

## LOCKERS

- A locker is assigned to each student who must use only the locker assigned to her.
- The student must keep her locker locked at all times.
- The student must **purchase her lock from the Dean of Student Life**, no outside locks are allowed. She may use this same lock for the duration of her education at Regina Dominican High School. It is her responsibility to provide her advisory teacher with the new combination.
- Each student is responsible for keeping her locker secure, neat, clean, and in good working order at all times.
- Decorations that are appropriate for a school setting are allowed on the student's locker. Inappropriate pictures, words or materials on or in the locker are prohibited. The exterior decorations may only be on her locker's surface area. They may remain on the locker for up to one month, as long as they are in good condition. A student may not decorate her locker with materials such as scotch tape and decals that are difficult to remove.

### **To ensure maximum protection for one's belongings, a student should:**

- Not give her locker combination to another student.
- Not allow another student to use her locker.
- Keep her locker locked at all times.
- Not write the lock combination down in notebooks or handbook.
- Report all difficulties with locks or lockers to the Dean of Student Life.
- Keep her personal belongings locked in her locker.

**Because lockers are the property of the school, school officials reserve the right to search lockers at any time. The school is not responsible for the loss, theft or damage to any contents in the locker.**

## PARKING

The school provides parking for seniors, juniors, and some sophomores. Only students who have a valid driver's license and have completed the application process, which includes paying a \$150 parking fee, will be awarded a parking space on a "first submitted - first granted" basis. The school is not responsible for the vehicle or its contents while parked on school property. In addition, if there are reasonable grounds for suspecting that drugs, alcohol, stolen property, or other contraband is contained in a vehicle, it is subject to search by a school administrator. The search, however, shall take place in the presence of the student and/or her parents.

### **PARKING REGULATIONS**

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

- refrain from loitering in the parking lot or going to a car during the school day;
- observe the 10 MPH speed limit;
- refrain from reckless driving;
- park in their designated parking space, parking is not allowed in the fire lane, on the grass, curb or sidewalk;
- display a Regina Dominican High School valid parking tag;
- be cautious as they exit onto Locust or Romona Road, especially in the presence of children;
- report any accident to the Dean of Student Life;
- report any changes of vehicle or license plate to the Dean of Student Life;
- report if someone has parked in their space.

Any violations of the listed parking regulations will result in consequences that could include, but are not limited to, detention, Saturday Detention, loss of parking privileges, or suspension based on the severity of the violation as determined by the administration. Students who park in the lot without submitting an application and fee will receive an after-school detention for the first offense. All subsequent offenses will result in a Saturday detention with the \$50.00 fine.

## SMOKING

Smoking is prohibited in the school building, on school grounds, at any school-sponsored activity, and within one quarter mile radius of school grounds.

Smoking violations: A student may be considered in violation of the smoking regulations if she is carrying a lit or unlit cigarette in her hand or is observed moving out of a bathroom stall from which smoke is exuding. The Dean of Student Life notifies parents of all smoking violations. In addition, the following consequences apply:

1st Offense	Saturday Detention
2nd Offense	One Day In-School Suspension, enactment of disciplinary probation and fine (to be determined)
3rd Offense	Subject to Expulsion

## STEALING

Each student has the responsibility to properly safeguard her own personal possessions and those of others. In contrast, stealing demonstrates a direct disregard for the rights of others and will not be tolerated. If an incident warrants it, the Wilmette police department will be notified. All incidents of theft should be reported to the Dean of Student Life. In all cases the Dean of Student Life will notify the parents of any student in the possession of stolen property or a student who is seriously suspected of stealing. If a student is found guilty of stealing, restitution must be made for the stolen property. In addition, the student will face disciplinary consequences as determined by the administration, which could include, but are not limited to, suspension, enactment of disciplinary probation, or expulsion.

## STUDENT CONTRACT

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

## SUSPENSION (IN-SCHOOL OR AT-HOME)

The Dean of Student Life notifies the student's parents as well as her counselor and teachers of an in-school or at-home suspension. The student may not participate in any school activities during the 24-hour period of any suspension day. A student who is suspended either in or out of school is required to make up academic work missed on the day of his/her suspension. Suspended students can receive up to a maximum grade of 69% for made-up assignments made up. Students can receive up to full academic credit for written tests taken on a day of suspension. Written tests are to be taken in class on the day of suspension. If a student does not complete the work, the student receives an appropriate grade. Example: a student who refuses to complete the work, test, or assignment would receive a grade of 0% on the day of the suspension.

For an in-school suspension the student is expected to:

- Be on time for school and to report in full uniform directly to the Dean of Student Life;
- Be responsible for making up all class work and homework;
- Take any tests and quizzes scheduled for the day; these will be proctored by the Dean of Student Life;
- Perform 1.5 hours of community service on the day of the in-school suspension;
- Complete a reflective writing assignment, which is to be signed by a parent and returned to the Dean of Student Life the day following the suspension.

For an at-home suspension the student is expected to:

- Make up missed tests and quizzes on the day she returns to school;
- Make up all class work and homework for each day of the at-home suspension and submit this work upon return to school;
- Perform 1.5 hours of community service for each day of the at-home suspension as assigned by the Dean of Student Life;
- Submit the reflective writing assignment to the Dean of Student Life upon return to school. This assignment is to be signed by a parent.

## TARDINESS

A student is considered tardy for school if she is not present in her Advisory when the bell rings to begin the first class of the day. Students are considered tardy for class if they are late for any class or study during the school day.

A student who comes late for school reports directly to the Attendance Office.

- Detentions will **not** be issued for the first two tardies a student receives in one semester, provided that she is not more than 10 minutes late. (Note: Student is still recorded as tardy, but detention is not issued.)
- A detention **will** be issued for **any** tardy that exceeds 10 minutes.
- Detentions **will** be issued for the **third** tardy and all subsequent tardies a student receives in one semester.

Students are issued an admission slip that states the time of arrival. The admission slip must be presented to the teacher upon arrival to her advisory or class.

## TRUANCY

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

Partial Truancy: *(one class period)*

- 1st Offense Saturday Detention
- 2nd Offense One day in-school suspension
- 3rd Offense Disciplinary probation

Full Truancy: *(two or more class periods)*

- 1st Offense One day in-school suspension, enactment of disciplinary probation
- 2nd Offense Probable expulsion

## ZERO TOLERANCE

Zero tolerance offenses are those actions that are in complete violation of the mission and philosophy of Regina Dominican High School. Any action that threatens the safety of any member of the Regina Dominican High School community falls under the category of zero tolerance offenses. Students may be suspended from school for any of the following violations pending a meeting with her parents and the Administration. Disciplinary action may include but is not limited to dismissal from Regina Dominican. Students who are invited to remain in the Regina Dominican community may be required to sign a discipline contract.

Regina Dominican has a zero tolerance policy for any of the following violations:

- **selling, purchasing, distributing or transferring illegal or prescription drugs or alcohol on or off campus**
- **gang activity**
- **possession of weapon(s)**
- **physically harming another person**

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

## PROHIBITED ITEMS

The following items are prohibited in the school building, on school grounds, at any school-sponsored activity and within a one-quarter mile radius of school grounds:

- Ñ Cigarettes
- Ñ Illegal Substances (Drugs and/or Alcohol)
- Ñ Matches and or Lighters
- Ñ Weapons
- Ñ Irritants/Propellants such as Pepper Spray

## **DRUGS AND ALCOHOL**

The use, possession, distribution, purchase, selling, or offering for sale of drugs, legal or illegal, and alcohol is inconsistent with the Christian belief regarding respect for one's life and that of others, which is fundamental to the social and academic climate of Regina Dominican High School.

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

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

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

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

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

In determining whether dismissal or reinstatement is indicated after a violation of this policy, Regina Dominican High School will consider, among other things, any testing agency's recommendation as to whether:

- The student's use of drugs/alcohol is marginal;
- A drug/alcohol education program, approved by Regina, is indicated;
- The student has a serious problem with drugs/alcohol and an in-patient evaluation is required.

If re-admittance to Regina Dominican High School is indicated, the student will be placed on a Disciplinary Probation contract and the conditions for reinstatement will be outlined in the contract. After care-sessions, where deemed necessary, may be a requirement for continued attendance at Regina.

If a student who has been reinstated following a drug/alcohol related incident is involved in any subsequent drug or alcohol related incident, the likely result will be immediate expulsion from Regina Dominican High School.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Regina Dominican supports and promotes the use of current and emerging technologies to enhance the instructional environment of the school.

Supervised and independent use of various information resources allows students to research questions, issues, and problems through globally available libraries, databases, and communities of learning while communicating with students and subject matter experts throughout the world. The skills acquired in academic research through technology are crucial to a student's development.

We believe that access to information is an inherent right of every individual. Although we acknowledge that there may be offensive or age-inappropriate material which students, even under the closest supervision and most innocent circumstances may encounter, deliberate access to such materials is forbidden.

It must be understood that communicating through electronic resources often occurs in an open forum, and confidentiality is not guaranteed for any student. The use of electronic resources is a privilege that must be assumed responsibly by the student to avoid repercussions. Any violation of the following guidelines will result in an individual's loss of access to electronic resources, as well as further disciplinary action as determined by the Dean of Student Life

- Use of a faculty computer without permission
- Use of obscene or offensive language
- Display or transmission of offensive messages or graphics
- Sharing one's account or password
- Use of another's account or password
- Gaining access to another's data without that person's permission
- Use of resources for other than academic or research purposes
- Violation of copyright laws as they pertain to text and/or graphics
- Intentionally or carelessly causing damage to electronic resources
- Transmit, record, post, or display images, videos, and/or content that is disrespectful, unethical, inappropriate, or negatively affects the Regina Dominican community
- Theft of electronic resources
- Disciplinary action will also be taken against any student who brings offensive documents or graphics into the school

Use of Internet resources at Regina Dominican is limited to academic and research pursuits and must be consistent with the educational objectives of the school.

Users do not have a right to privacy while using Regina Dominican's electronic information systems, which includes school resources and/or personal devices. Regina Dominican reserves the right without discretion or prior notice to monitor, view, and document files, sites, and usage of the network by users in order to maintain system integrity. Regina Dominican reserves the right to report misuse, inappropriate, or unlawful use of these resources to any outside authorities and/or take appropriate internal disciplinary action.

## IMAGING / NAME LISTING PERMISSION

The administration of Regina Dominican High School and its agents has the rights to use sound, video, and photographic images of my daughter for news releases, promotional brochures, and other school related productions. Additionally, I give permission for my daughter's image, work and first and last name to be used on the school website, school social media, or department web pages. I also give permission for my daughter's first and last name to appear in newspaper press releases/church bulletins.

## DUE PROCESS

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

If a student believes she has been the subject of discrimination or harassment, the student reports the incident to the principal or to one of the associate principals. Generally, it is the principal who contacts the parents of the student and conducts the investigation. Every effort will be made to promptly investigate all allegations in as confidential a manner as possible and take appropriate action if warranted.

**NO SCHOOL CODE OF CONDUCT CAN EXPLICITLY STATE EVERY SCHOOL RULE OR REGULATION. THE SCHOOL RESERVES THE RIGHT TO INTERPRET AND DEVELOP POLICIES AND REGULATIONS AS NECESSARY BASED ON THE PHILOSOPHY AND OBJECTIVES OF REGINA DOMINICAN HIGH SCHOOL.**

# REGINA DOMINICAN HIGH SCHOOL

## DAILY SCHEDULES FOR 2016 - 2017

### REGULAR DAILY Schedule

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:52	(44)
B)	8:56	-	9:40	(44)
C)	9:44	-	10:28	(44)
D)	10:32	-	11:16	(44)
Ea)	11:16	-	11:47	(31)L
	11:51	-	12:35	(44)
Eb)	11:21	-	12:05	(44)
	12:05	-	12:35	(30)L
F)	12:39	-	1:23	(44)
G)	1:27	-	2:11	(44)
H)	2:15	-	2:59	(44)

### MORNING LONG ADVISORY (MLA)

Advisory	7:54	-	8:28	(34)
A)	8:32	-	9:13	(41)
B)	9:17	-	9:58	(41)
C)	10:02	-	10:43	(41)
D)	10:47	-	11:28	(41)
Ea)	11:28	-	11:59	(31)L
	12:03	-	12:44	(41)
Eb)	11:33	-	12:14	(41)
	12:14	-	12:44	(30)L
F)	12:48	-	1:29	(41)
G)	1:33	-	2:14	(41)
H)	2:18	-	2:59	(41)

### AFTERNOON LONG ADVISORY (ALA)

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:49	(41)
B)	8:53	-	9:34	(41)
C)	9:38	-	10:19	(41)
D)	10:23	-	11:04	(41)
Ea)	11:04	-	11:35	(31)L
	11:39	-	12:20	(41)
Eb)	11:09	-	11:50	(41)
	11:50	-	12:20	(30)L
F)	12:24	-	1:05	(41)
G)	1:09	-	1:50	(41)
H)	1:54	-	2:35	(41)
Advisory	2:39	-	2:59	(20)

### EARLY DISMISSAL Schedule (ED)

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:40	(32)
B)	8:44	-	9:17	(33)
C)	9:21	-	9:54	(33)
D)	9:58	-	10:31	(33)
F)	10:35	-	11:08	(33)
Ea)	11:08	-	11:39	(31)L
	11:43	-	12:16	(33)
Eb)	11:13	-	11:46	(33)
	11:46	-	12:16	(30)L
G)	12:20	-	12:53	(33)
H)	12:57	-	1:30	(33)

**EARLY DISMISSAL/  
MORNING LONG ADVISORY  
(ED/MLA)**

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:38	(30)
B)	8:42	-	9:12	(30)
C)	9:16	-	9:46	(30)
D)	9:50	-	10:20	(30)
F)	10:24	-	10:54	(30)
Advisory	10:58	-	11:18	(20)
Ea)	11:18	-	11:48	(30)L
	11:52	-	12:22	(30)
Eb)	11:22	-	11:52	(30)
	11:52	-	12:22	(30)L
G)	12:26	-	12:56	(30)
H)	1:00	-	1:30	(30)

**LATE START  
SCHEDULE (LS)**

Advisory	9:35	-	9:45	(10)
A)	9:49	-	10:21	(32)
B)	10:25	-	10:56	(31)
C)	11:00	-	11:31	(31)
D)	11:35	-	12:06	(31)
Ea)	12:06	-	12:37	(31)L
	12:41	-	1:13	(32)
Eb)	12:11	-	12:43	(32)
	12:43	-	1:13	(30)L
F)	1:17	-	1:48	(31)
G)	1:52	-	2:23	(31)
H)	2:27	-	2:59	(32)

**EARLY DISMISSAL/MORNING  
ASSEMBLY SCHEDULE (ED/MAS)**

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:32	(24)
B)	8:36	-	9:00	(24)
C)	9:04	-	9:28	(24)
D)	9:32	-	9:56	(24)
Advisory	10:00	-	10:03	(03)
Assembly	10:07	-	11:07	(60)
F)	11:11	-	11:35	(24)
Ea)	11:35	-	12:05	(30)L
	12:09	-	12:34	(25)
Eb)	11:39	-	12:05	(26)
	12:05	-	12:34	(29)L
G)	12:38	-	1:02	(24)
H)	1:06	-	1:30	(24)

**PROFESSIONAL DEVELOPMENT  
Schedule (PD)**

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:44	(36)
B)	8:48	-	9:24	(36)
C)	9:28	-	10:04	(36)
D)	10:08	-	10:44	(36)
F)	10:48	-	11:24	(36)
Ea)	11:24	-	11:55	(31)L
	11:59	-	12:35	(36)
Eb)	11:29	-	12:05	(36)
	12:05	-	12:35	(30)L
G)	12:39	-	1:15	(36)
H)	1:19	-	1:55	(36)

**MORNING ASSEMBLY  
SCHEDULE (MAS)**

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:43	(35)
B)	8:47	-	9:22	(35)
Advisory	9:26	-	9:30	(04)
Assembly	9:34	-	10:34	(60)
C)	10:38	-	11:13	(35)
D)	11:17	-	11:52	(35)
Ea)	11:52	-	12:23	(31)L
	12:27	-	1:02	(35)
Eb)	11:57	-	12:32	(35)
	12:32	-	1:02	(30)L
F)	1:06	-	1:41	(35)
G)	1:45	-	2:20	(35)
H)	2:24	-	2:59	(35)

**AFTERNOON ASSEMBLY  
SCHEDULE (AAS)**

Advisory	7:54	-	8:04	(10)
A)	8:08	-	8:43	(35)
B)	8:47	-	9:22	(35)
C)	9:26	-	10:01	(35)
D)	10:05	-	10:40	(35)
F)	10:44	-	11:19	(35)
Ea)	11:19	-	11:50	(31)L
	11:54	-	12:29	(35)
Eb)	11:24	-	11:59	(35)
	11:59	-	12:29	(30)L
G)	12:33	-	1:08	(35)
H)	1:12	-	1:47	(35)
Advisory	1:51	-	1:56	(05)
Assembly	2:00	-	2:59	(59)

**PEP ASSEMBLY  
SCHEDULE (PAS)**

Advisory	7:54	- 8:04	(10)
A)	8:08	- 8:47	(39)
B)	8:51	- 9:30	(39)
C)	9:34	- 10:13	(39)
D)	10:17	- 10:56	(39)
F)	11:00	- 11:39	(39)
Ea)	11:39	- 12:10	(31)L
	12:14	- 12:53	(39)
Eb)	11:44	- 12:23	(39)
	12:23	- 12:53	(30)L
G)	12:57	- 1:36	(39)
H)	1:40	- 2:19	(39)
Advisory	2:24	- 2:27	(03)
Assembly	2:29	- 2:59	(30)