



## **REGINA DOMINICAN HIGH SCHOOL**

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**A NATIONAL BLUE RIBBON SCHOOL**

# **2018-2019**

## **STUDENT HANDBOOK**

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*This handbook serves as a guide for parents, students and administration. It provides detail on Regina Dominican’s policies and procedures and provides general information. Regina Dominican maintains sole discretion to make changes, deletions or additions to the handbook at any time. This handbook is not a contract and does not create any contractual relationship of any kind between Regina Dominican and any of its students or students’ parents/guardians, including without limitation any right to continued enrollment for any period of time with Regina Dominican. Rather, this handbook provides general guidance as to the School’s policies and procedures. It is the expectation that students and parents meet the policies, rules, regulations and expectations of Regina Dominican as communicated in this document. Regina Dominican reserves the right to dismiss a student from Regina Dominican if the parent(s) or student fails to observe the policies, rules and regulations of Regina Dominican. The decision as to whether the student is dismissed from Regina Dominican is entirely at the discretion of Regina Dominican and the decision of Regina Dominican is final.*

## MISSION

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.

## VISION

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

## 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.



# 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.

## DOMINICAN BLESSING

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

Amen.

## LOYALTY SONG

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

### Chorus

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

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

## REGINA DOMINICAN LEADERSHIP INSTITUTE

The Regina Dominican Leadership Institute, which is grounded in Dominican values of Veritas (truth) and Caritas (loving compassion), and the mission of Regina Dominican, challenges and inspires young women to become leaders in a changing, diverse, multicultural global community. Leadership is using your strengths to listen, inspire and empower others to be the best they can be and make a difference in the world.

Acting as a recognized center for leadership development within the community, the Leadership Institute supports innovative practices designed to prepare young women to be active citizens of the world and to lead lives committed to leadership excellence. It teaches students authentic self-confidence, joyful learning, global citizenship, and compelling communication.

Initiatives include the Leadership Scholars Program, where top students complete research projects related to seven global themes, and the RISE program (recognition, inspiration, skill-building and experiential learning), which offers projects to all students in areas of leadership they are passionate about.

Other components of the Leadership Institute are the Speaker Series, the Young Leaders Workshop, leadership-infused curriculum, the Model Arab League project, and global projects with students in other countries.

# 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 Assistant Principal and Student Services.

## ACADEMIC INTEGRITY AND THE HONOR CODE OF REGINA DOMINICAN

Regina Dominican High School strives to create an atmosphere of academic integrity where students accept responsibility for their own education and consequences for 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 or accessing technology without a teacher's permission during an assessment;
- communicating during an assessment;
- manipulating grades in any manner;
- committing plagiarism, "the uncredited use (both intentional and unintentional) of somebody else's words or ideas" (Stolley, Karl, et al. "Overview" *The Purdue OWL*, Purdue U Writing Lab, 18 Jun. 2018)

If a student suspects or has knowledge of an act of academic dishonesty, it is her duty to inform the teacher, the Assistant Principal, a counselor, or the principal.

### 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. Student athletes and students participating in co-curricular activities are subject to a code of conduct which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct on pages 21-22. 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, and Assistant Principal. The student will be placed on contract and will serve an in-school suspension.

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

### REGARDING MEMBERSHIP IN ANY HONOR SOCIETY

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

### REGARDING LEADERSHIP POSITIONS IN THE SCHOOL

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

## ACADEMIC PROBATION

A student who receives multiple 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. 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 posted to the Rediker Portal at the end of each quarter. The report card provides an academic evaluation for each course in progress and an attendance record for each quarter. In addition, the semester report card includes the cumulative GPA.

### PERMANENT TRANSCRIPT

The permanent transcript is an official record of semester grades, attendance, 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.

## 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

## FAILURES

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

## INCOMPLETES

An “I” denotes a deficiency in completing 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 Assistant Principal.

## WITHDRAWALS

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

## 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 Assistant Principal. 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 Assistant Principal must be obtained each semester, prior to the last eight weeks. Once approved, the pass/fail decision is final.

## 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

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. Students are encouraged to check the Portal and Google Classroom for assignments.

## 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. The Writing Center has available handouts, print and digital, for all aspects of the writing process, which include templates and rubrics.

## 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). Procedures for a change of schedule are as follows: The 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; and
4. returns the completed/signed form and the \$35.00 fee to her counselor.

### ADDING/DROPPING COURSES

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

### LEVEL CHANGES

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

## SUMMER SCHOOL

A student who fails any required course or a course which is a prerequisite for another course in her program must pass an equivalent course in summer school before the beginning of the next school year. Credit and grades earned in summer school become part of a student's permanent record. Credit earned is added to the accumulated credit, 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.**

# GENERAL POLICIES & PROCEDURES

## ARRIVAL AND DEPARTURE

Before 8:05 a.m. on school days, students must enter the building through the Student Entrance. Students who arrive after 8:05 a.m. will be buzzed in through the Main Entrance and will be required to sign in with the receptionist and pick up a late pass for admission to class. Students who are dismissed before the final dismissal bell must leave through the main entrance. Parents are asked to drop their daughter off at the Student Entrance only.

## ASSEMBLIES

The school provides a variety of spirit-building and educationally valuable assemblies. Attendance is required of all students. Students are expected to report promptly to their assigned advisory seating area and exhibit respectful and courteous behavior.

## BULLYING AND HARASSMENT POLICY

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

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

All allegations of discrimination, bullying or harassment will be taken seriously, investigated promptly and dealt with appropriately. Reports of discrimination, harassment or bullying should be reported to the President, Principal, School Counselor or Assistant Principal. All such cases will be referred to the Assistant Principal for appropriate action. Discrimination, bullying and harassment claims will be promptly and confidentially investigated, and if it is determined that discrimination, bullying or harassment has occurred in violation of school policy, appropriate corrective action will be taken, which may include disciplinary 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 dismissal.

## 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 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. 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 and update the information on the Parent Portal.

## **CHRONIC INFECTIOUS DISEASE POLICY**

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

## **CO-CURRICULAR TRAVEL TRIPS**

The purpose of co-curricular travel trips is to enhance the instruction of a given subject. Students are enriched by experiencing diverse cultures. To insure the safety of all students and safeguard the reputation of Regina Dominican, the following policies are instated:

1. Permission slips, medical forms, emergency information and policies are those outlined by the tour agency.
2. The consumption of alcohol is not permitted.
3. The faculty sponsor will consult with the Assistant Principal, the Director of Student Services, and faculty before students are approved for the trip.
4. The behavior guidelines outlined by the tour agency will be enforced. Participants will also be expected to conduct themselves in a manner befitting of a Regina Dominican student.
5. If the travel trip is scheduled during class days (and not during a vacation), the students must have a good attendance record and be academically eligible to attend.

## **DANCES**

Students who attend school sponsored dances are subject to the school's rules in addition to the following guidelines:

- Student permission forms and IDs are required for admission. 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 Regina student.
- The hours of dances are either 7:00pm - 10:00pm or 7:30pm - 10:30pm, with the exception of Senior Prom. 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. 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.
- Appropriate and modest attire of acceptable coverage, length, and neckline is expected. Clothing items may be deemed inappropriate by the administration.
- Dancing is to be safe and appropriate.
- All student vehicles must unload, load, and be parked in the lot adjacent to where the event is held. No loitering in the parking lot before, during, or after the dance.
- The administration reserves the right to inspect backpacks, purses, and bags brought into the building.
- A breathalyzer may be used by school personnel or law enforcement to assist in determining if the student has consumed alcohol.
- Students with outstanding, unserved detentions are not allowed to attend any dance, including the Senior Prom.
- Only Regina seniors and their guests may attend the Senior Prom. Because prom is a senior privilege, guests may not be Regina students enrolled in grades 9-11.

## **ELEVATOR USE**

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

## **EMERGENCY CONTACT INFORMATION**

Completion of emergency information is an essential part of the registration process and kept on file in the student's Rediker Portal. Any accidents or injuries that occur during the school day are reported to the school nurse who acts in accordance with information provided in the student's emergency information file. Parents/guardians are required to keep this information current by updating the Portal and informing the Attendance Officer 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 and text messages via Rediker. Notification will be posted on our website and on the Emergency Closing Center at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

## **FIELD TRIPS**

Field trips provide valuable learning experiences. However, under some circumstances, a student may be held back from participation due to academic illegibility or excessive absences. Students who are eligible to participate may do so only with a permission slip on file. The student will assume responsibility for class work, homework, and/or tests missed or assigned during her absence. Students participating in the field trip must return to Regina via the transportation provided by the school. While on the field trip, students are expected to conduct themselves in a manner befitting of a Regina Dominican student.

## **INSURANCE**

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

## **GRADUATION POLICY**

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

## **MARRIAGE POLICY**

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

## **NON-DISCRIMINATION POLICY**

Regina Dominican admits students of any race, color, sexual orientation, national/ethnic origin, religion, or mental or ability that 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 does not discriminate on the basis of race, color, gender, sex, sexual orientation, national or ethnic origin, religion, or mental or physical disability in the administration of its services with respect to the administration of educational policies, loan programs, athletic or other school-administered programs. As an all-girls' school, Regina Dominican admits only female students as permitted by law. Regina Dominican will make reasonable modifications to its policies, practices and procedures when the modifications are necessary to afford goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities. Requests for reasonable modifications may be directed to the Assistant Principal.

## **PREGNANCY POLICY**

Regina Dominican affirms the position of the Catholic Church regarding abstinence from engaging in pre-marital sex and emphasizes the need for students to make positive moral choices with regard to sexual behavior. As a Catholic community, we recognize the sanctity of all human life and embrace a compassionate attitude. Therefore, no student will be dismissed from Regina Dominican due to pregnancy. 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 be the major consideration to determine the appropriate course of action for meeting the student's educational needs.

## **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 Assistant Principal. Students may not conduct fundraisers, collections, or sales of any kind without the permission of the Assistant Principal. No one may use the school name, logos, or motto on any type of social media or in any other way, without the express permission of the Athletic Director, the Assistant Principal, or the Vice President of Marketing.

## **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.

## **SAFETY DRILLS**

Safety drills (fire/building evacuation, tornado/severe weather, lockdowns, and bus) are conducted periodically during the school year. These drills keep students and staff familiar with emergency procedures. Instructions for exiting the building in cases of emergency are posted in each classroom and in red emergency folders. Silence is mandatory during all drills. In the event of an emergency evacuation of the building during inclement weather, Regina Dominican students and staff will be relocated to Wilmette Junior High.

## **SCHOLARSHIPS AND AWARDS**

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

## **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 face disciplinary action. All visitors are required to be buzzed in the Main Entrance and sign in with the receptionist. Visitors will be identified by a guest badge displayed on a lanyard around the visitor's neck. Students should report any unknown persons to a Regina staff member.

## **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 school.

## **STUDENT'S PRIMARY RESIDENCE**

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

## **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. 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 faculty member or administrator. Likewise, email blasts to the Regina community must be approved by a faculty member or administrator.

## **TELEPHONE 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."

## **TUITION AGREEMENT POLICY**

A Tuition Agreement signed by the parent(s) or guardian(s) responsible for the payment of tuition must be on file in the Finance Office for each student enrolled at Regina Dominican. A new Tuition Agreement will be required to be signed annually at the time of registration for the new school year. The Tuition Agreement sets out the terms and conditions of paying tuition and stipulates 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.

## **VISITORS**

All visitors and guests must enter the building at the main entrance and immediately register in the main office. Visitors will be required to wear a guest lanyard while in the building and check out in the main office before departing. The receptionist will issue a visitor pass. Students interested in inviting a guest to visit the school must make arrangements in advance with the Admissions Office or the Assistant Principal. 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

Regina Dominican offers morning bus service in select areas as well as pick up service from the Wilmette Metra Station. Interested students should contact the Assistant Principal for information on fees and permission forms. Public-bus service is available through PACE. For more information on PACE or to obtain schedules, contact PACE Customer Relations at 847/364-PACE (7223) or view their website at [www.pacebus.com](http://www.pacebus.com). Students are subject to Illinois State laws as well as Regina Dominican's expectations regarding conduct.

## CAFETERIA SERVICE

Hot and cold foods and snacks are available during the lunch period. Cafeteria service is not available between classes. Food and beverages are permitted only in the cafeteria and the senior lounge. Students must use cash or the ID Debit Card at the time of purchase. There will be no credit extended for cafeteria purchases. 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 use trays, refrain from eating or drinking in the cafeteria line, return trays and dishes to the designated area, and dispose of garbage and leave their table clean. During lunch, students will use the restroom in the Theology wing.

## CAMPUS MINISTRY

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

### RETREATS

Retreats are opportunities for the students to experience and/or reflect on one or more of the Dominican pillars of prayer, study, service, and community, as well as the Dominican values of *caritas* (compassion) and *veritas* (truth). All students attend a retreat designed specifically for their grade level based on one of these pillars listed below.

Freshman: Community

Sophomore: Service

Junior: Study

Senior: Prayer

All students are required to attend a day long retreat during freshmen, sophomore, and junior years. For those students who do not attend a retreat, an alternative activity of similar content and length will be provided and must be completed within one month of the retreat offered by Regina Dominican. The senior retreat offered by Regina Dominican is the overnight Kairos retreat. Seniors who do not attend Kairos either junior or senior year will be required to attend an alternative retreat experience. Seniors who attend Kairos at the end of their junior year may not attend their senior year. Junior Kairos fulfills the senior requirement.

### PRAYER

Prayer is one of the foundational pillars of the Dominican charism and mission. Regina Dominican offers opportunities for communal, liturgical, and private prayer throughout the year, modeled by faculty and student leadership. Holy days and special days in the school calendar are marked by the celebration of an all-school liturgy. Attendance is required at all liturgies. In addition, prayer services are offered at various times and for various groups throughout the year. Every student, Christian or not, is expected to show the proper reverence when the school is in prayer, especially when the Eucharist is being celebrated. Each morning the school day begins with prayer, led by a member of the school community over the public address system. In addition, the school chapel provides a quiet place for private prayer and reflection, as well as for group prayer services. Students will pray at the beginning of each class period and at all-school assemblies. Sports and clubs are also encouraged to begin their meetings, competitions and events with prayer.

## SERVICE

Service, one of the four pillars, is a large part of our Dominican spirituality and charism. Past and present Dominican women and men meditate on the life of Jesus and work to give the fruits of this contemplation to others. As an Adrian Dominican school, we are also called to this mission. We follow the footsteps of women and men who, like St. Catherine of Siena, responded to the Gospel by being of service to others. The purpose of service in a Catholic school is twofold: to complete acts of charity for one's neighbor because we are called to this by God, to act as Jesus and figures in our Dominican heritage, and to be transformed by the service through theological reflection on the experience.

To affirm the many hours of contributed services that Regina Dominican provides to support the local, national, and global community, we have a mandatory service-hour requirement. Students are required to complete at least 15 hours of service each school year due by April 15. Hours working at for-profit businesses will not be accepted. Service to family (babysitting, housesitting, pet sitting) will not fulfill the service hour requirement. Tutoring must be done through a valid non-profit.

- Freshmen and Sophomores- 15 hours of service to school or local community
- Juniors- 15 hours of service to local community (Hours to Regina should still be logged as additional hours for NHS, colleges, awards, scholarships, etc.)
- Seniors- 15 hours of service to local or global community (Hours to Regina should still be logged as additional hours for NHS, colleges, awards, scholarships, etc.)

All hours should be logged by the student on x2vol.com. Please see the service program description on the Regina Dominican website for further information about how to log service hours. All service hours must be approved by a staff member of the organization. Parents/family members/friends/other students are not able to approve service hours. Service hours will be noted as a pass/fail class for no credit. Students will see this listed on their second semester schedule, and colleges will be able to see it on the student's transcript. If a student completes the minimum number of hours of service, the report card and transcript will indicate "PASS."

## CHAPEL

The Chapel is an area of sacred space intended for individual and group prayer only. Any other use is not allowed.

## HEALTH SERVICES

A registered nurse is available in the clinic from 7:30 a.m. until lunch begins. 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 must report to the Attendance Office. Non-illness related visits (request for cough drops/band-aids/etc.) should only be made between classes.

### ILLNESS

When a student is too ill to remain in school, the student must report to the nurse. The student's family/guardian will be notified by the nurse. The parent/guardian must accompany any student who is sent home by the nurse due to illness. If the student drives or is picked up by a car service/taxi, the parent/guardian must give verbal permission before the student is dismissed. The nurse will assess the condition of the ill student before the student is dismissed. Students who are ill should remain at home. If a student is diagnosed with a chronic infectious or communicable disease, please refer to our Chronic Infectious Disease Policy.

### MEDICATIONS

All distributed medication must be prescribed by a physician and necessary to maintain the student in school. Parents should consult with their child'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.

- **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 IDPH Certificate of Health Examination Form is required for entry into ninth grade and for all transfer students. All health forms are available on the Regina website [www.rdhs.org](http://www.rdhs.org) - Locate by: Menu Tab - Admissions - Apply - Medical Forms

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

## VISION EXAM

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

## 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;
  - A certified athletic trainer, if one is employed by the High School;
  - A nurse, if one is employed by the High School; and

- o Any other licensed healthcare professionals or other individuals the President or the President's designee determines should be part of the team.

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

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

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

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

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

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

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

Parental Notification

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

Return to Play

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

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or a certified athletic trainer working under the supervision of a physician;
2. The student has successfully completed each requirement of the return-to-play protocol established by the High School's concussion oversight team;
3. The student has successfully completed each requirement of the return-to-learn protocol established by the High School's concussion oversight team;
4. The treating physician or certified athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
5. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
  - a. Have acknowledge that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play and to learn;

- b. Have provided the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the President as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the High School's concussion oversight team; and
- c. Have signed a consent form indicating that:
  - i. They have been informed concerning and consent to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
  - ii. They understand the risks associated with returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
  - iii. They consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996, of the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Principal as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the High School's concussion oversight team and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the certified athletic trainer, as the case may be.

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 certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn without such accommodations, modifications, or monitoring. A coach of an interscholastic athletics team may not authorize that a student has completed the return-to-learn protocol.

#### Training

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

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

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

A physician who serves as a member of a concussion oversight team shall, to the greatest extent practicable, periodically take an appropriate continuing medical education course in the subject matter of concussions. A physician, certified athletic trainer, or nurse who is not compliance with the training requirements of this policy may not serve on the High School's concussion oversight team in any capacity.

#### Emergency Action Plan

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

1. In writing;
2. Reviewed by the concussion oversight team;
3. Approved by the President or the President's designee;
4. Distributed to all appropriate personnel;
5. Posted conspicuously at all venues utilized by the School; and

6. Reviewed annually by all certified athletic trainers, first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletic activities.

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

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

#### Educational Materials

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

## **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 Writing Center is an extension of the Library Resource Center. This space is designed to encourage students 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 in any subject area. The Writing Center is open during posted hours and is supervised by an English teacher and members of the National Honors English Society. The Library Resource Center and the Writing Center welcomes any member of the Regina Dominican community to come in for any of their research, writing, studying, tutoring, technology, and reading needs.

## **LOST AND FOUND**

The school is not responsible for lost or stolen articles. All articles should be turned in at the reception desk located in the front office. Articles may be claimed from this location. Students are strongly discouraged from bringing valuables to school. The Assistant Principal should be contacted immediately in cases where theft is suspected.

## **PARKING**

The school provides parking for students with a valid driver's license who have completed the application process and submitted the parking fee. The school is not responsible for the vehicle or its contents while parked on school property. 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 in the presence of the student and/or her parents.

### **PARKING REGULATIONS**

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

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

Any violations of the listed parking regulations will result in consequences that could result in disciplinary action. 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 and \$50.00 fine.

## 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, 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. In addition, the department offers schoolwide programming through Wellness Day, Career Day, and College Fair. These programs offer essential skills and knowledge needed for college and career readiness through unique, experiential activities. Students who do not attend these programs will be required to complete an alternative activity of similar content and length.

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.

### COLLEGE ADMISSIONS PREPARATION

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. Students and parents meet with the college counselor during their junior year to review the college admission process. It is recommended that students carefully study college catalogs and websites, utilize Naviance, a college and career readiness tool, plan campus visits, and seek the guidance of their counselor.

## 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

Participation in a sport, club or activity is a privilege. Students must maintain an academic eligibility standard to participate in athletic and co-curricular activities. Students may be withheld from athletic participation or co-curricular activities due to violations of the discipline code, excessive detentions, or as a result of a discipline contract.

## ATHLETICS

### FALL SEASON

Cross Country  
Golf  
Swimming & Diving  
Tennis  
Volleyball

### WINTER SEASON

Basketball  
Bowling  
Track & Field

### SPRING SEASON

Bass Fishing  
Lacrosse  
Soccer  
Softball  
Track & Field

## PHILOSOPHY

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

## ATHLETIC CODE OF CONDUCT

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

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

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

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

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

Category 1 and Category 2:

First Offense: Suspension from 20% of contest dates

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

Category 3:

First Offense: Suspension from 50% of contest dates

According to the Gross Disobedience and Misconduct Policy (see pages 33-36), the School maintains the right to dismiss students for drug or alcohol-related incidents.

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

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

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

## ELIGIBILITY

Regina Dominican is a member of the Girls' Catholic Athletic Conference (GCAC) under the auspices of the Illinois High School Association (IHSA). Regina Dominican offers twelve interscholastic sports. Rules and regulations for athletic activities promulgated by these organizations are strictly enforced by the Athletic Department. In addition to the eligibility rules of the IHSA available on Regina's website ([www.rdhs.org](http://www.rdhs.org)), the Regina Dominican Athletic Department enforces its own regulations. Reference the Regina Dominican Athletic Handbook for more information.

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

- o Complete online registration for athletics. Link to register online: (<http://il.8to18.com/regina>)
- o Submit a completed IHSA pre-participation examination form. This form must be completed annually and provides 395 days of eligibility from the date of the exam. Students may not participate in sports until this form is completed, including all signatures, and turned in to the Athletic Director's office. (Refer to Health Services - Sports Physical).
- o Maintain passing grades in all subject areas with no more than one grade of "D." Eligibility reports are made available each Thursday and are in effect from Friday until the following Friday morning.
- o If absent from school the day of a contest, have authorization from the Athletic Director or the Assistant Principal to participate in that day's contest. Authorization will be granted only if the absence was due to extenuating circumstances.

## CLUBS AND ORGANIZATIONS

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

Academic Challenge Team  
Ambassadors Club  
Art Club  
Campus Ministry  
Crown/Kaleidoscope  
Dominican Preachers  
Drama Club  
Erika's Lighthouse

French Club  
Global Cultural Club  
Glow  
Green Paw  
Grub Club  
Latin Club  
Mathletes  
Orchesis Dance Ensemble

Paddle Tennis  
Panther Tech Club  
Par Tea Club  
Peer Leaders  
RDAA Regina Dominican Athletic Association  
Reginites for Life  
Spanish Club

## CAMPUS MINISTRY LEADERSHIP TEAM AND DOMINICAN PREACHERS

The Campus Ministry Leadership Team guides students as they assist in planning and coordinating liturgies and service projects, and trains students to serve as liturgical ministers. In particular, the team sponsors projects that provide members of the student body opportunities for engaging in service and prayer events. Those involved as Campus Ministry leaders can apply to be a Dominican Preacher for their sophomore, junior, or senior years. 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 and are asked to sign a leadership contract.

## PEER LEADER PROGRAM

The Peer Leader Program strengthens the leadership skills of juniors and seniors mentoring freshmen in relationships which encourage positive and fun social interactions, leadership, academic achievement, and problem-solving. The program is designed to help freshmen experience a happy and healthy transition to Regina while enhancing student development through a mentoring relationship with a junior or senior student who functions as a “big sister.” Peer Leaders host weekly small group meetings with their assigned freshmen during their lunch periods first semester. They also serve as an Advisory student group facilitator one day a week. In addition, they are expected to participate in the planning and implementation, as needed, of the Freshmen Retreat, New Student Orientation, College Fair, and Career/Wellness Day.

Junior and senior students earn a .25 semester credit on a pass/fail basis for their participation in the program. Applicants are required to complete a Peer Leader application packet, interview for the position, and attend a summer workshop. Students must have a minimum GPA of 3.5 and meet the expectations of the discipline and attendance policies outlined in the Student Handbook. In addition, Peer Leaders must abide by the Peer Leader Contract. The Peer Leader Program seeks students who are compassionate, responsible, and self-motivated role models for the school and community. Skill development includes (1) building self-confidence; (2) teamwork; (3) attitude management; (4) self-reliance (5) communication; (6) problem-solving; (7) social skills; (8) ways to celebrate diversity; (9) talking about issues commonly faced by adolescents; and (10) small group facilitation.

## PERFORMANCE OPPORTUNITIES

- **Fall Musical:** Each year, Regina Dominican produces a major musical production. Participation is open to all students in good academic standing 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 students in good academic standing.
- **Theatre Crew:** In addition to actresses, each production needs backstage crews for painting, set construction, lighting, sound, props, costumes, and make-up. Any interested student may participate.
- **Orchestrated Dance Ensemble:** This is a student-run dance company that provides an opportunity for students to express themselves creatively through dance. Students must audition to be a part of the company and must show an appreciation for dance through rehearsal, technique, and choreography. Commitment to after school rehearsals is required in preparation for the culminating Showcase.

## STUDENT PUBLICATIONS

- **Crown and Kaleidoscope:** Regina Dominican’s *Crown* newspaper and Kaleidoscope Literary and Arts Magazine have merged into a collaborative quarterly digital publication. The magazine will offer a collection of current events, news, articles, poetry, short stories, art, and photography. Any member of the Regina Dominican community is welcome to join this extra-curricular club as a staff member or to submit their work during the school year.
- **Yearbook:** Junior and senior students elect to take this extensive project-based course. The staff hones writing and photography skills while utilizing cloud-based technology in their page design and layout to produce a professional print and digital yearbook.

## HONOR SOCIETIES

### INTERNATIONAL THESPIAN HONOR SOCIETY

This international honor organization recognizes the dedication and service of Regina Dominican High School students to 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 all major productions at Regina to maintain their status.

### 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 GPA of at least 4.6 in a minimum of four semesters of mathematics.

### NATIONAL ART HONOR SOCIETY

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

### NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. As an organization, NHS strives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. To be eligible for membership into the Regina Dominican High School Chapter of the National Honor Society, a student must be an incoming junior or senior. 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. 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 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.

### **NATIONAL LATIN HONOR SOCIETY**

This organization is one of the largest academic youth societies in the world, with more than 45,000 members in 1,200 chapters. Established in 1936, the organization seeks to promote the study of Greek and Latin, to benefit students and teachers by supplementing the classroom experience, and to impart an understanding of the debt of our own culture to classical antiquity. The National Latin Honor Society is a special designation given to Latin students who have demonstrated outstanding academic achievement and citizenship in Latin class. Students must maintain an "A" average in Latin and uphold good citizenship.

### **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 HISPÁNICA**

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 MUSIC HONOR SOCIETY**

Chartered in 1962, the Regina Dominican Chapter of Tri-M exemplifies the long-standing school tradition of commitment to excellence in music education. To be eligible, a student must be currently enrolled in a Regina Dominican performing group, maintain an A average in music and a B average overall, and undergo an audition. Demonstration of excellence in the following areas is also under consideration: character, leadership, service and academics.

## **STUDENT GOVERNMENT**

### **CLASS LEADERSHIP BOARD**

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

### **STUDENT COUNCIL**

Five Student Council officers, one historian and advisory representatives from each class provide leadership for the student body, promote communication between students and faculty, foster loyalty to the policies of Regina Dominican, teach comprehension of democratic ideals, and promote school spirit. Six committees (Activities, Communication, Publicity, Public Relations, Service, and Spirit) work in collaboration to plan activities for the entire school community, including faculty celebrations, gnomocemoH, Winter Bash, Spirit Days, and the Variety Show. Regina Dominican Student Council is a member of the National Association of Student Councils and the Illinois Association of Student Councils (IASC). All leaders will be required to sign and abide by a Leadership Contract and attend mandatory training. The Student Council meets every Tuesday.

### **QUALIFICATIONS FOR STUDENT LEADERSHIP**

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

- a. Must have a cumulative and current "C" average with no incidents of academic dishonesty;
- b. Must have no more than five absences, four tardies, or three detentions per semester;
- c. May not have been issued an in-school suspension within the last 12 months;

- d. May not be on any kind of probationary contract

A student may not hold more than one of the following leadership positions: Student Council Officer, Class Leadership Board Officer, National Honor Society President, or Vice-President. 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.

Students running for office will be required to abide by campaign guidelines. 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. 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

To remain in office, qualifications for candidacy, outlined above, must be maintained. In addition, students must be academically eligible to fully participate in their leadership role. A student leader will be placed on probation after two unexcused absences from meetings and/or events and removed from office after three unexcused absences. Student leaders must uphold the code of conduct outlined in their Leadership Contract. Students may be placed on probation or immediately terminated from their leadership position for acts of academic dishonesty and/or other behavioral infractions.

# SCHOOL POLICIES

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.

## ACCEPTABLE USE POLICY

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

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

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

### Personal Electronic Devices

The use of personal electronic devices within classrooms and offices is at the discretion of faculty and staff. 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, passing periods, before and after school. Devices are not allowed to be audible. Devices are not allowed to be accessed during assessments unless 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 act of academic dishonesty. Use of school technology, including school electronic resources and personal technology, on school property and at school related events and activities must comply with this AUP, all other school policies, administrative procedures, handbooks and guidelines governing use of the School's electronic resources, as well as the school's discipline policy.

### Acceptable Use - General

Only authorized users may access the school's electronic resources. This includes connecting personal technology devices to the school's electronic resources, including the Internet and Wi-Fi.

Access to the school's electronic resources is intended for educational and extra-curricular purposes and school business. Students may use the school's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and the use does not violate any other school policy or state or federal law and implementing procedures.

Users must take reasonable steps to protect the security of the school's electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user's password or profile. Any user who becomes aware of a security breach must notify a school representative immediately. The use of VPN applications to

circumvent the school's network security measures is strictly prohibited. Students who access a VPN will face disciplinary action, which may include loss of access to the electronic information systems and/or restricted use of electronic devices during the school day.

Users are responsible for appropriately using the school's electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a teacher or administrator before engaging in the particular use.

### **Unacceptable Use - General**

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

#### **The following are examples of uses of the school's electronic resources that are strictly prohibited:**

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Using VPN applications to circumvent the school's network security;
- Using a personal hotspot;
- Damaging the school electronic resources or the electronic resources of others via the school electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking";
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any school policy;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Any use for a commercial purpose where the user does not have the express written authorization of the school;
- Uploading or downloading material, including software, without express authorization of a member of the school's technology staff;
- Accessing or participating in any games without the express authorization of a teacher or administrator or using the school's electronic resources for more than incidental personal use;
- Taking pictures/videos of classmates, faculty/staff, or classroom activities without permission;
- Violating of copyright laws as they pertain to text and/or graphics;
- Using a faculty computer, student device, or gaining access to another's data without permission;
- Sharing one's account or password;
- Causing intentional or unintentional damage to electronic resources;
- Stealing electronic devices or resources;
- Sending an email blast to members of the Regina community without permission from a teacher or administrator;
- Providing personal information, including photographs, about themselves or another; and
- Any attempt to do any of the above.

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

### **Confidentiality of Private Information**

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

### **Disclaimer, Limitation of Liability, and Indemnification**

The school does not guarantee the quality of the services provided through its electronic resources. The school makes no guarantees about the accuracy of information accessed through its electronic resources. The school is not responsible for:

(i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the school's electronic resources, and must reimburse the school for any loss incurred as a result of their use to the extent allowed by law. The school is not liable for the actions of users of its electronic resources.

### **Consequences of Violating AUP**

The activities covered by this policy are privileges, not rights. The school reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUP and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such privileges and may lead to other consequences including discipline, referral for civil and/or criminal prosecution, and any other consequence authorized by law.

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

### **Notification of Policy and Acknowledgement**

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

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

## **ATTENDANCE**

Regina Dominican High School, in accordance with state law, requires students to be in attendance and on time for all classes every day of the school year except in the event of an excused absence. Attendance records are part of a student's official school transcript; Consistent class attendance provides continuity in learning. The personal interactions between students and teachers and among students are essential components of the Regina Dominican educational program that can be negatively impacted by inconsistent student attendance. Students are responsible for the completion of all homework and assignments missed during the time of absence. It is the student's responsibility to class work and assignments from her individual teachers and to arrange and comply with a schedule for completion. Credit is allowed for make-up work and examinations if the student complies with the schedule. Teachers will provide reasonable assistance to students who are absent.

Students are expected to be in attendance for assemblies, liturgies, and special programs as each of these opportunities enhances a student's academic, spiritual, or personal-social development. Students who are absent may be required to complete an alternate activity to satisfy essential skills, lessons, or experiences.

### **ABSENTEEISM AND PARTICIPATION IN ATHLETICS AND CO-CURRICULARS**

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

## CHRONIC ABSENTEEISM

If a student accumulates 12 or more semester absences from a single class period (including Advisory), she may be placed on an attendance contract. In addition, the school reserves the right to lower course grades or deny course credit as a result of chronic absenteeism. A contract may also be initiated for students with less than 12 absences in an effort to improve daily attendance.

## EXCUSED ABSENCES

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

- **Call Required:** Parents/guardians are required to phone the Attendance Office at 847-256-7660 ext. 237 by **8:30 a.m.** each day the student is absent for all or part of the day. If a phone call is not received, students will be marked with an unexcused absence (see page 29).
- **Extended Absence Due to Illness:** In the case of an illness, the parent/guardian need not comply with the general procedure of calling the attendance officer each day of an absence lasting **four** or more days, if the parent/guardian and student comply with all of the following procedures:
  1. The parent/guardian notifies the attendance officer of the reason for the extended absence and the expected duration.
  2. The parent/guardian contacts the counselor requesting coursework.
  3. The student brings a doctor's note justifying the absence and clearing the student for return to school.
- **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:
  1. Present a note at least **one week** prior to the time of absence from her parent(s)/guardian(s) stating full approval for this absence to the Assistant Principal;
  2. Obtain a "Notification of Extended Absence Form" from the attendance officer;
  3. Obtain the signature of each of her teachers;
  4. Submit the completed form to the attendance officer at least one day prior to the planned absence;
  5. 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.
- **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 an early dismissal. **Students may not contact their parents for an early pickup prior to the school's approval of the early dismissal. Students who do so will be subject to a detention.**

## EARLY DISMISSALS

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

## PARTIAL ABSENCES ON RECORD

Students who arrive between 8:30 a.m. and 10:00 a.m. will be noted as a .25 absence. Students who arrive after 10:00 a.m. will be noted as a .50 absence. Students with an early dismissal prior to 10:00 a.m. will be charged with a full day absence. Students with an early dismissal after 10:00 a.m. will be charged with a half day absence. See Tardy and Late Arrival policy on pages 34-35 for more information.

## 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 as field trips, are not counted as an absence.

## UNEXCUSED ABSENCES

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

- An administrator will meet with the student and her parent(s)/guardian(s) to discuss the situation and a course of action, which may include a Saturday/Extended detention and \$50.00 fine or a discipline contract.
- Students will not be allowed to participate in co-curricular activities, including athletics, 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.

## DETENTION SYSTEM

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

- Unexcused late arrival or tardiness to class
- Dress code, parking, or locker violations
- Minor class disruption or inappropriate behavior/language
- Student in unassigned area and/or no hall pass
- Failure to adhere to stated deadline
- Food, beverage, or gum in in unapproved areas
- Inappropriate use of technology

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 locker violation detention they receive in an academic year. Students are not required to serve the first two tardy detentions they receive in an academic year. Students with overdue, unserved detentions may not participate in school activities until these detentions are served. This includes sports and dances. If a pattern of overdue, unserved detentions develops, the student is liable for suspension. 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.

## AFTER SCHOOL DETENTION

Silent detention is held on most Tuesdays and Thursdays from 3:10 p.m. to 3:50 p.m. and every other Friday from 7:10 a.m. to 7:50 a.m. Detentions must be served within one week of the date on the detention. If a student does not serve detentions in a timely manner, a Saturday/Extended detention may result. 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 and may have their diploma withheld.

## UNIFORM DETENTION

Students may serve a uniform detention for a reduced 30 minutes with proof of detention slip and within one week of the detention date.

## SATURDAY/EXTENDED DETENTION

The Saturday/Extended detention system, which includes a \$50.00 fine, provides consequences for serious infractions of school policies including, but not limited to:

- Inappropriate behavior/language
- Misuse of technology
- Unexcused absence
- Violation of smoking/vaping policy
- Excessive, unserved outstanding detentions

Students who receive more than two Saturday/Extended detentions in one school year may not be eligible for an honor society or elected leadership position for one full year after the most recent incident. Those already in an honor society or elected leadership position may lose that position upon review.

## 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 Assistant Principal. 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 Assistant Principal and Administration. A student whose conduct warrants disciplinary probation for two consecutive semesters is liable for dismissal.

## DRESS CODE

The Regina Dominican dress code creates an atmosphere conducive to learning. Students are expected to take pride in their appearance. Students should be well groomed and neatly dressed in clean, hemmed uniforms. Students in violation of dress code policy will be subject to detention. No school dress code can explicitly state or cover every situation. The dress code is in effect from 7:50-2:59 each day and during a detention session. Exceptions for field trips and special events may be granted.

### DAILY EXPECTATIONS

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. A student's ID must never be given to, or worn by, another student. The ID serves as a school library card, cafeteria debit card, and must be shown for admission to school functions. IDs may not be defaced in any manner. Replacement IDs are available through the Assistant Principal for a \$5.00 fee.
- Hair: Hair should be neatly groomed and clean; extreme styles and colors are not permitted.
- Piercings: Earlobe and nose piercing is permitted. However, only a small stud may be worn in the nose.
- Tattoos: Students may not have visible tattoos.

### UNIFORM DRESS CODE

- **Class-level skirt or black uniform pants from Schoolbelles.** Skirts should be no more than 2" above the knee.
- **Polo Shirt:** Short or long-sleeved monogram polo shirt in black, white, or grey. (All polo shirts must have the current 1958 crest from Schoolbelles. If a student chooses to wear a t-shirt under her polo, it must be short-sleeved and white.)
- **Socks and Shoes:** Knee highs, mid-calf athletic or crew socks, or tights are required. They must be solid white, grey, or black and may include a small similar-colored athletic logo, such as a Nike swoosh. Leggings are not permitted. Shoes must be solid gray, black, or brown dress shoes or gym shoes. Shoes may have up to one accent color. No ankle or knee-high boots, slippers, Crocs, or soft-soled moccasins.
- **Optional Outerwear:** Black 1/4 zip monogram sweatshirt, black 1/4 zip monogram Sport-Tek pullover, or varsity letter sweater (1/4 zips from Schoolbelles/varsity letter sweater from the Gina Shop). Seniors may wear their senior sweatshirt; NHS members may wear their NHS sweatshirt; Dominican Preachers may wear their branded pullover.
- **PE Uniform:** (For students enrolled in PE) Short or long-sleeved white monogram t-shirt or short-sleeved blue monogram Sport-Tek dry-fit shirt and black monogram mesh shorts or sweatpants (Schoolbelles)

### JEANS FOR GREEN

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

### PEP RALLY THEME DAYS

On theme days, students are encouraged to show their school spirit and dress according to the designated theme. Shoes with an open toe or heel are not permitted. If a student chooses not to participate, she may wear her school uniform.

## **SPIRIT-WEAR FRIDAY DRESS CODE**

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

## **DRESS CODE NOTES**

- Non-uniform days may be earned through student participation in the raffle. Non-uniform days may also be granted due to weather or as an incentive toward a goal. On those days, students are expected to dress appropriately and modestly. Short shorts, sleepwear, slippers, or shoes with an open toe or heel are not permitted.
- When a student does not have her uniform, she must rent one for \$1.00 from the Assistant Principal before Advisory. All uniform items, including socks, are available. If a student fails to rent the necessary uniform, she is subject to detention. Out-of-uniform passes will be available from the Assistant Principal before the start of the school day upon receipt of a note from parents explaining the need to be out of uniform.

## **EXPULSION**

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

## **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 Assistant Principal 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 dismissed.

## **GROSS DISOBEDIENCE AND MISCONDUCT**

The following types of conduct and offenses are considered gross disobedience or misconduct that are in complete violation of the mission and philosophy of Regina Dominican High School. Gross disobedience or misconduct includes any action that threatens the safety of any member of the Regina Dominican High School community. Students shall be subject to disciplinary action, up to and including suspension or dismissal from Regina Dominican, for such actions. Students may be immediately suspended from school for gross disobedience or misconduct, including but not limited to any of the following violations pending a meeting with her parents and the Administration. Students who are invited to remain in the Regina Dominican community following such conduct may be required to sign a discipline contract.

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

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

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

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

- Illegal Substances (drugs and/or alcohol)
- Matches and or lighters
- Weapons
- Irritants/Propellants such as pepper spray

## **DRUGS AND ALCOHOL**

The use, possession, distribution, purchase, selling, or offering for sale of 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.
- Confiscated substances and paraphernalia will be turned over to the school resource officer.

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

The following are examples of procedures and consequences that may apply for violations of the drug and alcohol policy. Different procedures and consequences, including more serious consequences, may be followed or imposed in any particular case, 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 may be subject to a breathalyzer test. The student's parent will be required to sign and return a release of information to allow the school to communicate with the testing agency. The refusal to participate in or authorize such a test or sharing of results will lead to a finding that the student was under the influence of alcohol.
- If a student is suspected of use, possession, distribution, purchase, sale, or offering for sale of any other prohibited substance or paraphernalia, the school may require the student to seek an immediate drug test at a school-approved agency. The student's parent will be required to sign and return a release of information to allow the school to communicate with the testing agency. The refusal to participate in or authorize such a test or sharing of results will lead to a finding that the student used a prohibited substance.
- Any student suspected to have used, possessed, distributed, purchased, sold, or offered for sale a prohibited substance may be immediately suspended while the incident is reviewed.
- As part of its review, the administration will notify the student's parent(s) of the nature of the student's alleged misconduct and will hold a conference for the parent/guardian to discuss the incident with the administration. Following the conference, the parent/guardian may be offered the option to have the student's consequences reduced if the student is evaluated within three days at a school-approved agency. If such an option is not offered or if the student is not so evaluated within three days, the student will receive a five-day out-of-school suspension and may receive other disciplinary action, including but not limited to dismissal from Regina Dominican High School.

- As set forth above, Regina Dominican High School prohibits the sale/purchase and/or distribution or transference of prohibited substances on school property or at a school sponsored event or activity. A student may be subject to expulsion if found to have engaged in such conduct.
- For all other violations of this policy, the administration will consider all information obtained during the review, and will implement a consequence for the student, up to and including dismissal from Regina Dominican High School. A student may be reinstated at the discretion of school administration, dependent upon the fulfillment of any requirements required by the administration.

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

Student athletes and students participating in co-curricular activities are subject to a code of conduct regarding drugs and alcohol, which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct on pages 21-22.

## **IMAGING/NAME LISTING PERMISSION**

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

## **LOCKERS**

A locker is assigned to each student who must use only the locker assigned to her. 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 and easily removed are allowed on the student's locker. The student must keep her locker locked at all times. Locks are purchased from the Assistant Principal; no outside locks are allowed. The school maintains a record of locker combinations. Report all difficulties with locks or lockers to the Assistant Principal. Students use the same lock for the duration of their enrollment at Regina Dominican. 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. To ensure maximum protection for one's belongings, a student should not give her locker combination to another student.

## **SMOKING/VAPING**

Smoking and vaping is prohibited in the school building, on school grounds, and at any school-sponsored event. Being in possession of matches, lighters, or tobacco products constitutes intent to smoke and is a violation of the smoking policy. This includes the possession or use of e-cigarettes, vapor/liquid-based tobacco/nicotine dispensers and products. A student may be considered in violation of the smoking regulations if she is in the vicinity from which smoke is exuding. The Assistant Principal notifies parents of all violations. Students are subject to disciplinary action which may include a Saturday detention and \$50.00 fine and/or an in-school suspension. Student athletes and students participating in co-curricular activities are subject to a code of conduct regarding smoking/vaping which can lead to consequences in addition to those described in this section. Athletes see the Athletic Code of Conduct on pages 21-22.

## **STEALING**

Each student has the responsibility to properly safeguard personal possessions and those of others. Stealing demonstrates a direct disregard for the rights of others and will not be tolerated. All incidents of theft should be reported to the Assistant Principal. In all cases, the Assistant Principal will notify the parents of any student in the possession of stolen property or a student who is suspected of stealing. If a student is found guilty of 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 dismissal. Student athletes and students participating in co-curricular activities are subject to a code of conduct, which can lead to consequences in addition to those describe in this section. Athletes see the Athletic Code of Conduct on pages 21-22. If an incident warrants it, the Wilmette Police Department will be notified.

## STUDENT CONTRACT

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

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

Any student who engages in activity, either as an individual or group, that disrupts the good order of the school or that may be harmful or disruptive to any individual or group of individuals within the school community or its environment may be subject to suspension. The Assistant Principal 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 complete class work missed on the day of her suspension. Suspended students can receive up to a maximum grade of 75% toward class work and up to full academic credit for written tests taken on a 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 report in full uniform to the Assistant Principal;
- Be responsible for making up all class work and homework;
- Take any tests and quizzes scheduled for the day;
- Complete 1.5 hours of community service as assigned by the Assistant Principal;
- Submit a reflective writing assignment, which is to be signed by a parent/guardian and returned to the Assistant Principal 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;
- Complete 1.5 hours of community service as assigned by the Assistant Principal;
- Submit a reflective writing assignment, which is to be signed by a parent/guardian and returned to the Assistant Principal upon return to school.

## TARDY AND LATE ARRIVAL

Punctuality is an expectation of all students. A student is considered tardy for school if she is not present in her Advisory when the bell rings to begin the day. A student is also considered tardy if she is late for any period during the school day. If a student accumulates 12 or more semester excused or unexcused tardies from a single class period (including Advisory), she may be placed on an attendance contract, assigned a Saturday/Extended detention session, or restricted from participating in co-curricular activities.

Tardy students who arrive between 7:54-8:05 a.m. should enter the Student Entrance and report directly to the Attendance Office. After 8:05, tardy students should enter the Main Entrance and report to the Receptionist. All students who are late to school 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. Detentions will not be issued for the first two tardies a student receives in the school year 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.

Students who arrive to school after 8:30 a.m. are considered late arrivals and will be charged a .25 absence up until 10:00 a.m.

Late arrivals after 10:00 a.m. are marked as a half-day absence and may affect a student's participation in athletic or co-curricular activities that day. For a late arrival to be noted as a "doctor's appointment," the student must present a doctor's note upon return.

## TRUANCY

Truancy is the absence from school, a class, or a study period, without parent/guardian consent. The Assistant Principal 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:

- An administrator will meet with the student and her parent(s)/guardian(s). Consequences may include a Saturday/Extended detention and \$50.00 fine, an in-school suspension, and/or a discipline contract.
- Students will not be allowed to participate in co-curricular activities, including athletics, on days of an unexcused absence.

## DUE PROCESS

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

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

# REGINA DOMINICAN

## DAILY SCHEDULES FOR 2018 - 2019

### 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)

### 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	-	3:43	(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)

**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	-	0:21	(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)

**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)