

**ST. JOES CAMPUS
ELEMENTARY AND PRESCHOOL
STUDENT PARENT HANDBOOK
2011-2012**

PHILOSOPHY

Aquin Catholic Schools, in agreement with the Bishops of the United States--

"strive to relate all human culture eventually to the news of salvation, so that the life of faith will illumine the knowledge which the students gradually gain of the world of life, or mankind." (Christian Ed. 8)

Here, therefore, students are instructed in human knowledge and skills, valued indeed for their own worth but seen simultaneously as deriving their most profound significance from God's plan for His creation. Here, too, instruction in religious truth and values is an integral part of the school program. It is perceived and functions as the underlying reality in which the students' experiences of learning and living achieve their coherence and deepest meaning.

MISSION STATEMENT

Aquin Catholic Schools is a faith community founded in Christ where all individuals are given the opportunity to develop both their moral character and learning potential.

GOALS

- 1) To establish a faith community that clearly endorses and promotes Catholic morals, theology, and doctrines.
 - a) To learn and teach the "Good News" of Jesus Christ.
 - b) To witness Christ in our living and learning.
 - c) To provide spiritual opportunities that develops and strengthens our faith in Christ.
 - d) To nurture a personal relationship with the triune God.
- 2) To provide a curriculum that challenges everyone to realize their learning potential.
 - a) To develop critical thinking skills and self-direction in every person.
 - b) To teach a core curriculum that will prepare everyone to be a productive member of society.
 - c) To develop individual interests through offerings that foster life-long learning.
- 3) To instill a sense of self-worth and community.
 - a) To positively influence the physical, moral, social, emotional, and cultural development in all members of the faith community.
 - b) To establish an environment of open communication that addresses the interests and needs of each individual.
 - c) To motivate positively - always recognizing the good in each person.
 - d) To encourage participation in service clubs and extra-curricular activities.

GOVERNANCE

The Office of Catholic Education and the Ordinary of the Diocese of Rockford appoint the Superintendent of the Aquin Catholic Schools. The superintendent is responsible for the overall operation of the Aquin Catholic Schools. The superintendent works in cooperation with the Council of Administration to define the policies, goals, and objectives necessary to attain the educational mission of the Catholic churches of Freeport, Lena, and Shannon.

The Council of Administration is composed of the pastors of the Catholic churches of Freeport, Lena, and Shannon. In addition, two lay members from each of the Catholic parishes of Freeport, Lena, and Shannon are members of the Council of Administration. The Council of Administration meets at least six times per year at a date and time announced by the Council. Meetings of the Council of Administration are open to the members of the Aquin Catholic Schools and the members of the Catholic churches of Freeport, Lena, and Shannon. There is a designated time at the council meetings called Open Forum in which members of the school system and churches may present any concerns for the council's consideration. All concerns will be sent to an appropriate committee to be reviewed.

SCHOOLS

Aquin Catholic Schools operate from three buildings:

GRADES 7-12

Aquin Junior/Senior High Campus
1419 South Galena Avenue
Freeport, IL 61032
815-235-3154
Business Office Hours: Monday through Friday
7:30 a.m. - 4:00 p.m.

GRADES PreK-6

St. Joseph Campus
202 West Pleasant Street
Freeport, IL 61032
815-232-6416
School Office Hours: Monday through Friday
8:00 a.m. - 4:00 p.m.

OBJECTIVES

- 1) To establish and maintain an environment that clearly promotes and maintains Catholic morals and theology
 - a) To give witness to Christ by our lives as well as our teaching
 - b) To provide faith experiences; e.g. Masses, prayer services, sacrament preparation, daily religion classes
 - c) To establish a discipline policy that is consistent with Catholic morals and theology and reflects the mission of Aquin Elementary
- 2) To provide a curriculum that focuses on basic skills and, in addition, challenges each student to achieve within the bounds of that curriculum
 - a) To encourage professional growth of the faculty through workshops, in-services, and observation
 - b) To promote a solid core of required classes, which will equip the student for further education in the future
 - c) To encourage the development of critical thinking skills and self-direction in each student
- 3) To provide a broad set of opportunities that allows each student to fully develop his/her social skills which instill a sense of self-worth and community
 - a) To recognize the school's influence upon each student's physical, moral, social, emotional, and aesthetic development
 - b) To encourage student participation through school and community extra-curricular activities
 - c) To motivate positively with both written and verbal reinforcement always recognizing the good in each person

GENERAL ADMISSION POLICY

Two-day pre-school students must be 3 years old by September 1 or may enter prior to their third birthday with staff consultation; three-day and five-day pre-school students must be 4 years old by September 1 or may enter prior to their fourth birthday with staff consultation; kindergarten students must be 5 years old by September 1; and first grade students must be 6 years old by September 1 or have successfully completed kindergarten.

Upon enrollment of a student for the first time in Aquin Elementary, the school shall be provided on the student's first day of school with:

- 1) A certified copy of the student's birth certificate or an affidavit explaining the inability to produce a copy of the birth certificate.
- 2) Proof of physical examination and immunization that complies with the laws of the State of Illinois.

Moreover, to comply with the laws of the State of Illinois:

- 1) Students entering pre-school (each year), kindergarten, and sixth grades must submit on the first day of school proof of physical examination and immunizations.
- 2) Students entering kindergarten, second, and sixth grades must submit proof of a dental health examination.
- 3) Eye exams are now required for all children entering kindergarten or first grade for the first time, or for children who are transferring into Illinois of the first time. This law re-

quires a comprehensive eye examination prior to starting school. An optometrist or ophthalmologist must do the examination. The exam may be done within one year prior to beginning school.

NONDISCRIMINATION POLICY

All schools under the Diocese of Rockford admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarships and loan programs, and athletic and other school-administered programs.

In order to demonstrate the above policy, any advertisement used in connection with admission of students shall contain the following: "Aquin Catholic Schools admit students of any race, color, and national or ethnic origin."

PARTICIPATING MEMBERS OF A PARISH

In the pre-school program there is not an extra charge to families who are not participating members of one of the five Catholic parishes that support the Aquin Catholic Schools. However, once a child begins kindergarten in our school system, an extra financial responsibility is required of families who are not participating members of one of these five parishes. Our school system will charge a family that is not a participating member of one of the five parishes supporting the Aquin Catholic Schools an extra \$900.00.

For a family to be classified as participating members of a parish, the following conditions must be met.

- 1) The family must be a member of one of these five parishes: St. Joseph Parish, St. Mary Parish, and St. Thomas Aquinas Parish all in Freeport; St. Joseph Parish in Lena, and St. Wendelin Parish in Shannon.
- 2) The family should participate in their parish by at the least attending the Saturday/Sunday Masses, intend to raise their children Catholic, and allow them to receive the sacraments.
- 3) To help support their parish, the family must contribute a minimum of \$250.00 to their parish. The time frame for the contribution is from May 1st to April 30th.

If a family does not meet the above requirements, the parish will notify our school and the family will be charged the out-of-parish fee for the coming school year. Please remember, the above policy begins once a child enters kindergarten.

PRIORITY POLICY

In the event of the necessity to limit admission of new students because of the requirement of school, grade, or class size, the following priorities shall be followed:

- 1) First priority shall be given to children of families who have children currently enrolled in the Aquin Catholic Schools.
- 2) Second priority shall be given to children of families who are registered and contributing members of the parishes that are required to financially support the system.

- 3) Third priority shall be given to children of members of the administration, faculty, or staff of the Aquin Catholic Schools.
- 4) Fourth priority shall be given to non-registered Catholics and non-Catholics.

- 5) The Council of Administration reserves the right to determine additional priorities.

PROBATIONARY PERIOD

New students entering the Aquin Catholic Schools are on a nine-week probationary period.

AIDS/HIV: STUDENT ADMISSIONS POLICY

- 1) Students with AIDS/HIV enrolled or seeking enrollment in grades pre-school through 12 shall be permitted to attend school in an unrestricted setting, subject to the terms and conditions of this policy.
- 2) Students with AIDS/HIV shall not be excluded from attending school for reason of the infection unless exceptional conditions are evident as determined by the
 - a) student's physician
 - b) student's parent(s) or legal guardian(s)
 - c) the appropriate school administrator(s).
- 3) Cases shall be referred to the Superintendent of Schools according to the guidelines and procedures of the Diocese when disagreement on the existence of the excluding conditions prevents the
 - a) student's physician
 - b) the student's parent(s) or legal guardian(s)
 - c) the appropriate school administrator(s)from reaching a decision on admission or continued enrollment.
- 4) A student with AIDS/HIV who is excluded from school shall be assisted in obtaining appropriate educational programs as well as catechetical instruction at the proper level.
- 5) The identity of a student with AIDS/HIV and all health records and other pertinent files shall be kept confidential in accordance with the law.

TUITION AND TUITION REFUND POLICY

Tuition

A Tuition Contract is signed at initial registration and yearly after that. Tuition payments are to be made according to the billing choice stated on the Tuition Contract. The school year tuition contract runs from July through May. Changes in payments must be made through the Aquin Business Office. Electronic transfer of funds (bank) is recommended. Call the High School Business Office for information, 815-235-3154, Ext. 223. Failure to meet the above payment expectations will result in • a \$25 late fee (monthly) and • student(s) may not attend classes/school until tuition is paid.

If a family experiences difficulties in maintaining the tuition contract monthly payments, the procedure below is to be followed:

- Notify the school superintendent before missing the monthly payment.
- Sign an Alternate Tuition Payment Plan.
- Meet the terms of the Alternate Tuition Payment Plan.

Report cards will not be given to any student delinquent in tuition unless arrangements have been made in advance with the Aquin Business Office. If all past due tuition and fees have not been paid, a student will not be permitted to participate in extracurricular activities or graduation ceremonies.

It will be the responsibility of the superintendent to administer this policy through the Business Office. The Aquin Catholic Schools' administration must approve any exception to this policy.

Tuition Refund Policy

All families are asked to register their children for the coming school year. At this registration, each family makes a deposit to hold their child's position on the class roster. This deposit is non-refundable.

If a family leaves the school system during the year, the family will pay for the month(s) their children are registered as students of the Aquin Catholic Schools. (Example: If a family leaves the school system September 5th, the family would pay tuition for the months of July, August, and September.) It is expected that tuition be paid in full before any student's records are released to their next school.

STUDENT INSURANCE

All parents of the Aquin Catholic Schools may purchase student insurance. Please contact a school office for further information.

DISCIPLINE PHILOSOPHY

As in any household, organization, business, and generally in life, it is necessary to have rules for order, rules for your own welfare and safety as well as that of others, and rules that respect the rights of all fellow human beings. The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities--whether during regular school hours, on school premises, in connection with school activities or otherwise.

In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions, and expulsion. The level of discipline appropriate shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of misconduct, the student's academic and behavioral record, and other similar such criteria.

Discipline is not punishment. The aim of discipline is to institute and maintain a satisfactory learning environment free from distracting behavior. Based on respect of authority and wel-

fare of the group, discipline should develop the student's ideals, attitudes, and habits required for Christian living. Discipline aims to lead children to self-discipline and ultimately to discipleship. It is believed that children can be taught self-discipline skills. The school's self-discipline skills are to contribute to the learning environment. To achieve this, the students should raise their hand, have supplies and homework ready, participate correctly, and listen well. A self-disciplined student demonstrates the following skills:

- 1) Listens
- 2) Follows instructions
- 3) Asks questions when something is not understood
- 4) Shares: time, space, people, and things
- 5) Demonstrates appropriate social skills
- 6) Works cooperatively with others
- 7) Understands and is able to explain the reason for rules
- 8) Selects and develops procedures for accomplishing a task
- 9) Demonstrates leadership
- 10) Uses effective communication skills
- 11) Organizes: time, space, people, and things
- 12) Works together to solve problems
- 13) Takes the first step to solve a problem
- 14) Distinguishes fact from feeling
- 15) Sacrifices and serves others

DISCIPLINE PLAN

Kindergarten Through Sixth Grades

Catholicity and our expression of it are the basic goals of the Aquin Elementary Campus. In order for the school to guarantee the excellent learning climate deserved by each child and all the students in the school, it is necessary that the following discipline plan be utilized. It is believed that all students can behave appropriately.

Following is the school's discipline policy. Demerits may be given if a student chooses to break a school rule. The person in charge will give the demerit(s) at the time of occurrence. One demerit will be assigned to each inappropriate action. A student, who chooses to break any of the following rules in a serious manner, (e.g. fist fight, bullying, harassment, theft, vandalism) may receive additional demerits and/or additional consequences to be determined by the principal and classroom teacher. In addition, upon receiving a demerit, the student will need to complete a Self-Discipline Student Reflection Form. This form needs to be signed by the student, person in charge, and parent/guardian. The form needs to be returned to school the following day.

When three demerits are reached, the student will be required to remain after school for a thirty-minute detention. Parents will be given a twenty-four hour notice before the detention. Should a student acquire another three separate demerits, he/she will be required to serve a second thirty-minute detention.

If a student serves two detentions and receives an additional detention, he/she will be required to serve a one-hour after school detention. This procedure will be repeated for the fourth detention.

Any student who receives his/her fifth detention will be required to serve a full day suspension, in school, out of his/her regular, assigned classroom. In addition, the student's situation will be reviewed and he/she may or may not be granted the privilege of attending the schools outside activities. The sixth detention will require consideration for expulsion by the Aquin Catholic Schools Council of Administration.

Demerits earned during May or June may be carried over to the next school year for purposes of athletic eligibility.

Examples For Receiving A Demerit (if any of the following rules are broken)

- 1) Students are to walk up and down steps and in the hallways without pushing.
- 2) Students are to maintain appropriate behavior in gym, instrumental and vocal music classes, library, church, bathrooms, and all areas outside the classroom.
- 3) Students are not to throw snowballs or climb fences.
- 4) Students are to be respectful toward one another and to any adult on school premises.
- 5) Students are to respect school property and the property of others.
- 6) Students are to remain on the playground unless they have permission to go elsewhere.
- 7) Students are to eat only in the lunchroom unless given permission by the person in charge to eat elsewhere.
- 8) Students are not to chew gum anywhere on school property.
- 9) Students are to dress according to the dress code.
- 10) Students are to maintain behavior becoming to a student of the Aquin Catholic Schools.

The teacher in charge will handle conduct problems, except in extreme cases. The principal is the final recourse in all disciplinary situations and may waive or modify any disciplinary action for just cause at his/her discretion.

In-school Suspension

Any student assigned to in-school suspension will be given their assignments for that day to complete.

Out-of-school Suspension

Suspension of a student is serious and results only when a student is found to be in direct violation of major school regulations. Any student assigned to out-of-school suspension will be given their assignments to be completed for that day.

Expulsion

Expulsion for general misconduct will be used as a last resort after all other methods of correction have been explored. Serious matters that may result in expulsion will be referred to the Executive Committee of the Aquin Catholic Schools Council of Administration for a final decision.

PLAYGROUND REGULATIONS

Recess is supervised with organized activities. The following games or equipment are not permitted: hard balls and bats, hard footballs, Frisbees, and skateboards. Nerf balls are permitted. All children are expected to go outside during recess, unless special arrangements

have been made. If it is necessary for your child to remain indoors during recess, notification must be given in writing. No child may stay indoors for recess for more than two days without a doctor's excuse.

Every day, each child is expected to dress appropriately for outdoor recess. (e.g. In the winter, wear a hat, mittens, boots, etc.) During inclement weather, children will have recess inside.

The following rules will be observed on the playground:

- 1) Students are to obey the recess supervisors.
- 2) Students are to walk to and from the playground.
- 3) Students are not to leave the playground without permission.
- 4) Students are not to eat on the playground.
- 5) Students are to ask recess supervisors to get a ball that has left the playground.
- 6) Students are not to throw snowballs.
- 7) Students are not to climb or hang on fences or trees.
- 8) Unnecessary roughness will not be tolerated.

PREVENTATIVE MEASURES FOR A SAFE SCHOOL ENVIRONMENT

Weapons and Alcohol

It is a violation of the school's policy for a student to possess a weapon (real and/or toy), drugs or alcohol on school premises at any time, or in connection with any school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device, drugs, alcohol, drug paraphernalia, or other article which, in the school's discretion, may reasonably be considered to constitute a weapon, drug, or alcohol. In addition, students are prohibited from being under the influence of alcohol on school premises or in connection with any school-related activities.

Violations of this policy may result (at the school's discretion) in disciplinary action up to and including expulsion from the school.

Gangs

Students are prohibited from participating in any activity related to a gang or secret society while enrolled in the Aquin Catholic Schools.

Inspection/Searches

Individuals entering the premises of the school, whether students, employees, or guests, are expected to conduct themselves within established norms of personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections/searches of school property, the property of the students, and the property of visitors located on school premises with or without notice, if reasonable, and related to school rights. All persons entering and exiting the building are expected to sign in/out of the log book, located outside the student office.

Harassment/Bullying

In accordance with the Church's respect for the dignity of each individual, Aquin Elementary is committed to providing an environment free of harassment and bullying. It is the strict policy of Aquin Elementary that any harassment or bullying is unacceptable in the school or on any of its property.

This policy applies to harassment or bullying because of race, national origin, sex, physical/mental disability, age, or other bases protected by federal, state, or local law. Harassment or bullying in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Violation of this policy will result in discipline, which may include expulsion from school depending on the seriousness of the violation.

Harassment and bullying includes, but is not limited to:

- 1) Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- 2) Visual conduct such as derogatory posters, photography, cartoons, drawings, notes, gestures, handshakes, etc., used as a means to intimidate or demean others
- 3) Physical conduct such as assaulting, unwanted touching, or blocking of normal movement
- 4) Repeatedly annoying, impeding, or otherwise negatively interfering with another student
- 5) Any communication or action on the part of a student with intended purpose to demean, intimidate, threaten, or ostracize others

CODE OF CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times at school; whether it is before school, after school, or at school events. Students are ambassadors of the school system. Children should refrain from wearing hats inside any school affiliated building. Students should not yell at inappropriate times at assemblies or games (e.g. free-throw shooting contests, geography bees, etc.). Students should be respectful to opponents (e.g. booing the opponent is unacceptable, etc.). Students, who do not conduct themselves, as appropriate ambassadors of the school system will be disciplined.

K-6 DRESS CODE

Dress Code Philosophy

Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task at school--**LEARNING**. It also allows us to recognize the demands of society in regards to professional dress and makes a distinction between work and recreational activities.

The purpose of the dress code is to help provide an atmosphere for learning that is free from distraction and one characterized by modesty and decorum. It also assists in eliminating unnecessary competition among the students.

Dress Code (K-6)

The Aquin Elementary Campus has a dress code that is in effect during normal hours on regularly scheduled school days. This dress code was developed by information received from par-

ents and teachers. Implementation of this dress code is primarily the responsibility of the parents and students. Obviously, due to the significant variations in styles, these guidelines do not cover all circumstances. Therefore, it would probably work out best if both parents and students kept in mind this basic rule: ***If you have to question whether it is dress code or not—don't wear it.*** If all use common sense, these guidelines will be adequate in setting the standards for dress at the Aquin Elementary Campus.

The classroom teacher and/or administration of the Aquin Elementary Campus will handle infractions of the dress code. **Violations of the dress code may result in the student not being permitted to return to class until properly attired.**

- 1) **SLACKS**: Students should wear only black, navy blue, or tan dress slacks. Slacks are to be ankle length. Corduroy is acceptable. Any types of knit slacks such as leggings are not considered dress slacks. Slacks with leg zippers, excess pockets and/or tool loops such as cargo slacks, etc. are not allowed. Slacks having belt loops should have a belt.
- 2) **SKIRTS, SKORTS, AND JUMPERS**: Students should wear only black, navy blue, or tan dress skirts, skorts, and jumpers. They may be **no shorter than two inches above the knee.**
- 3) **SHORTS, GAUCHOS, AND CAPRIS**: Black, navy blue, or tan dress (walking) shorts, gauchos, or capris may be worn from August through October 15, and then again beginning May 1. Shorts should be **no shorter than two inches above the knee.** Considered not dress code are any type of knit shorts or capris. Also, capris, gauchos, and shorts with leg zippers, excess pockets and/or tool loops such as cargo shorts or cargo capris, etc. are not allowed. Shorts, gauchos, or capris having belt loops should have a belt.
- 4) **TOPS**: Students should wear a **solid white, solid navy, or solid light blue** shirt.
 - a) long or short sleeved oxford shirt or blouse with a collar
 - b) polo shirt with a collar
 - c) turtleneck
 - d) mock turtleneck

There should be no other color on the tops such as colored bands. Small, appropriate logos are allowed. These logos would be limited to clothing manufacturers, which are small and unobtrusive and within the spirit of the dress code. However, shirts with large lettering and designs are not approved. Shirts and blouses should have no lace or eyelet trim. All shirts are to be tucked into the skirt, slacks, skorts, capris, gauchos, or shorts so that the belt or waistband shows.
- 5) **SWEATERS**: Any solid colored sweater can be worn over any of the approved shirts. Regulation tops are required underneath any sweater or sweatshirt.
- 6) **SWEATSHIRTS**: The approved district sweatshirt with Aquin, Freeport Catholic Elementary, or the district logo will be allowed over any approved shirt.
- 7) **SHOES**: Shoes must be clean, in good condition, cover the entire foot including the toes and heels. They must not go above the anklebone. Tennis shoes are allowed although bright/ neon colored shoes and shoes with glitter or flashing lights are not allowed. If in doubt about the color, please check with the school. Clogs, Crocs, sandals, and boots are not allowed.
- 8) **SOCKS**: Socks must be worn at all times. Students should wear white, navy blue, black, tan, or gray socks, nylons, or tights.

Dress-up Days

Boys are to wear a collared shirt or a dress shirt and dress slacks. A sweater, tie, or sport coat are recommended. Girls should wear a dress, or a skirt/dress slacks with a dress blouse. (No spaghetti straps.) All other articles of clothing must conform to dress code.

Jeans and Special Dress Days

From time to time throughout the year special jean days/short days are given or the style of dress to be worn is stated. Jeans/shorts with leg zippers, excess pockets and/or tool loops such as cargo jeans, cargo shorts, etc. are not to be worn. Articles of clothing worn on these days shall not be ragged, torn, ripped or have holes in them. Shirts shall not be sleeveless; shorts should be no shorter than two inches above the knee.

General Provisions of the Dress Code

- 1) Clothing must always be clean and in good repair.
- 2) All clothing must fit properly. No oversized or baggy looks are allowed.
- 3) See-through clothing is prohibited, as well as clothing that is too tight or clinging.
- 4) Jackets are not to be worn in the classroom. It is recommended that all students at the elementary campus keep an approved district sweatshirt or a solid-colored sweater at school to put on in case of becoming cold.
- 5) If a student is inappropriately dressed, the school will try to provide alternate clothing for the day. If necessary, a call to a parent/guardian will be made requesting appropriate school clothing.
- 6) Personal cleanliness and good grooming are expected of all students.
- 7) Students are not to wear excess makeup, such as glitter makeup or makeup that is very obvious.
- 8) The wearing of jewelry should be limited. Any jewelry that is distracting, inappropriate, or dangerous to students is prohibited. Dangling earrings are not allowed.
- 9) Hairstyles should be appropriate for a Catholic school. The hair on boys should not be longer than the shirt collar. Bizarre hairstyles, stripes, or designs in hair are not allowed and will be treated as flagrant violations of the dress code.
- 10) Please **label** all clothing with your child's name; especially clothing that is taken off (e.g. jackets, sweaters, sweatshirts, etc.).

Inappropriate lettering or symbols on any item of clothing is not allowed at any time. The administration reserves the right to make adjustments in the dress code when necessary, to interpret the dress code when necessary, and to interpret the dress code in questionable circumstances.

PRESCHOOL DRESSCODE

The pre-school children are not required to follow a formal dress code. However, the children should always wear modest clothing that is clean and in good repair. It is suggested the children wear clothing that they can easily undo for bathroom purposes. (Example: Do not wear one-piece outfits with buttons in the back.) Also, for safety at play, the pre-school children are not to wear flip-flops to school or any shoe that is not held on the foot with at least a strap on the heel and a strap over the toes. Tennis shoes (gym shoes) are recommended.

DAILY SCHEDULE

Aquin Elementary / Preschool Campus

- 8:20 a.m. - Students may begin to arrive
- 8:25 a.m. - Warning bell
- 8:30 a.m. - Tardy bell
- 11:15 a.m. - Preschool lunch begins (See schedule below)
- 11:30 a.m. - Beginning of lunch & recess period bell for K-6 / half-day preschool dismisses
- 12:50 p.m. - End of lunch and recess period bell
- 3:00 p.m. - Dismissal bell for kindergarten and preschool/warning dismissal bell for grades 1-6
- 3:05 p.m. - School dismissal bell for students in grades 1-6

LUNCH AND RECESS SCHEDULE		
GRADES	LUNCH TIME	RECESS TIME
Preschool	11:15 - 11:35	10:50 - 11:10
5 & 6	11:30 - 11:50	11:50 - 12:10
3 & 4	11:50 - 12:10	12:10 - 12:30
Kindergarten	12:03 - 12:30	12:30 - 12:50
1 & 2	12:10 - 12:30	

Aquin Elementary Pre-School (North East Door entrance - Iroquois Street)

MORNING SCHEDULE

- 8:20 a.m. - 8:30 a.m. - Arrival time
- 8:45 a.m. - 10:45 a.m. - Teaching time
- 10:50 a.m. - 11:10 a.m. - Recess
- 11:15 a.m. - 11:35 a.m. - Lunch
- 11:30 a.m. - Half day dismissal
- 11:40 a.m. - Late pick-up fee charged

AFTERNOON SCHEDULE

- 12:00 p.m. - 3:00 p.m. - Teaching time
- 3:00 p.m. - Dismissal
- 3:10 p.m. - Late pick-up fee charged

ATTENDANCE

Regular attendance and promptness are good habits to be developed for one's occupation and every aspect of life. These traits of politeness and consideration of others are indispensable. They are also vital for the maximum achievement of the individual and the progress of the group.

If your child is ill in the morning, it is necessary that the **parent call** the school office **before 8:15 a.m.** If the illness lasts for more than one day, a call is required each day. It is our responsibility to know that your child is safe.

To receive credit for one full school day, a student must remain at school at least until 1:00 p.m. Students who leave school between 10:00 a.m. and 1:00 p.m. and do not return will be credited for one-half day. Students who leave before 10:00 a.m. will be considered absent for the entire day. Students who arrive after 10:00 a.m. will be considered absent for the morning session.

If school time is used to prepare for a special program (e.g. Christmas Program, Fine Arts Festival, Ethnic Enrichment Day presentation, band or choral programs, etc.), the students involved are expected to be present for the program. These commitments are serious responsibilities for the student and should not be taken lightly. Unforeseen circumstances such as an illness or a death in the family cannot be helped. However, if a student knows in advance that he/she cannot attend the program, a written notice must be sent to the administration at least one week prior to the presentation.

For special occasions such as Take Your Daughter to Work Day, Take Your Son to Work Day, etc., parents are encouraged to do so only for one day when their child is in sixth grade.

If a child misses twenty days throughout the school year, he/she may be retained in his/her grade at the discretion of the principal.

VACATIONS

Parents are asked to give careful consideration before removing their children from school for family vacations during regular attendance periods. Activities and experiences within the classroom and learning environment that are missed, by the nature of the interactions, can never be made up. Thus, parents are strongly urged to schedule vacations during the summer months or during scheduled school vacations. If, however, a family vacation is taken during regular school attendance periods, a parent should contact their child's teacher so that suitable arrangements for making up assignments can be discussed.

TARDINESS

A student will be marked tardy if he/she is not in the building at the ring of the tardy bell. A student who is late must report to the office before going to the classroom. In addition, if a student leaves school before the completion of the school day, he/she must report to the office before leaving; and likewise report to the office again if returning to school. It is appreciated if the parent phones the school if they know their child will be late.

If a child is tardy more than three times per quarter (other than exemptions below), the child will receive a demerit. For each additional tardy for that quarter, the child will receive another demerit. Students who are tardy more than five days a quarter will have to have a conference with the teacher to find a solution to the problem. Furthermore, if a child is tardy twenty days throughout the school year, he/she may be retained in his/her grade at the discretion of the principal.

Exemptions

Tardy occasions due to doctor/dentist appointments or late bus arrival will not be used in the count for the tardy portion on the student's report card.

TRUANCY (POLICY 5144.1)

In the best interests of the student, the school realizes the importance of having a good attendance record. Therefore, if a student is truant (unexcused absence) for more than three days, there will be a staffing by the administration, the parents, and the student. Furthermore, the student will be reviewed for expulsion after six days of truancy.

MID-TERM REPORTS (GRADES 4-6)

To keep parents informed on the progress of their child, students in grades four through six will receive mid-term grade reports each quarter at the mid-term. In addition, each week the students in grades four through six will bring home their graded schoolwork (usually on Wednesday - Family Envelope). The parent is to view the work, sign the top sheet, and return it to school. This allows the parent the opportunity to be kept up to date on their child's academic progress. Furthermore, parents of children in grades three to six may go to the website www.teacher ease.com (a secure site) to see their children's grades and, in some cases, assignments for the day. For more information on this website, contact your child's teacher.

REPORT CARDS

Report cards will be issued every nine weeks. The grading scale used will be as follows:

<hr/> <hr/> KINDERGARTEN FIRST, AND SECOND GRADES <hr/> <hr/>		
Grading Sacale:		
3 (90%)= Secure/Proficient	2 (70%) = Developing skill at this time	1 (0%) = Beginning
Personal Academic & Social Growth:		
★ = Commendation	+ = Improvement Shown	X = Improvement Needed
<hr/> <hr/> FIRST, AND SECOND GRADES <hr/> <hr/>		
Grading Scale:		
3 (90%)= Secure/Proficient	2 (80%) Maintaining	1 (70%) = Beginning 0 (0%) = Beginning
Effort & Conduct: 3 = Commendable 2 = Satisfactory 1 = Improvement Needed		
Personal, Academic, & Social Growth:		
★ = Commendation	+ = Improvement Shown	X = Improvement Needed
<hr/> <hr/> THIRD, FOURTH, FIFTH, AND SIXTH GRADES <hr/> <hr/>		
Grading Scale:		
A= (93-100%) Excellent	B= (85-92%) Very Good	C= (76-84%) Average
D= (69-75%) Below Average	F= (Below 69%) Failure	
Effort & Conduct: 3 = Commendable 2 = Satisfactory 1 = Improvement Needed		
Personal, Academic, & Social Growth		
★ = Commendation	+ = Improvement Shown	X = Improvement Needed

RETENTION POLICY

A student will be retained at the discretion of his/her teacher and the principal. Retention does not mean failure. Retention is what we do for children who need more time. Everyone does not grow at the same rate, either physically or academically. Retention should not be looked upon as something bad. It is a tool to help insure that children grow up receiving as much success as possible. Retention does not mean the parents have "failed" or that the child has "failed".

In February we notify the parents whose children might benefit from retention. In deciding who these children may be, we consider these points:

- 1) Is the child overly immature for his/her age?
- 2) Does the child lack the skills to at least keep up if he/she did go on to the next grade?
- 3) Physical stature: Does the child or will the child fit in physically with the group?
- 4) Did the child give adequate effort and have a proper attitude?
- 5) Has the child been absent more than twenty days?
- 6) Has the child been tardy more than twenty days?

STUDENT RECORDS

The student's school record is kept at the Aquin Elementary Campus. These records are maintained in accordance with the Family Education Rights and Privacy Act of 1974.

Parents and guardians have the right to control access to and release of their child's records. No student record may be released unless authorized by the parent or guardian. This special release is not necessary for the transfer of records to another school within the system. Parents have the right to inspect all records. A 24-hour written notice shall be given to the school so that an appropriate school professional may be present to assist parents in understanding the information contained in the Student Record.

The Student Permanent Record contains the following:

- 1) Basic identifying information such as the student's name, gender, birth date, address, telephone number, parents' names and addresses
- 2) Grades and grade level
- 3) Attendance records
- 4) Health and accident records
- 5) Sacramental records

The Student Temporary Record contains such information as intelligence and aptitude test scores, psychological reports, etc.

Dual Reporting

The names and addresses of either parents or guardians will be in the student's file. In the case of a student whose parents' marriage has dissolved, a certified copy of the Order of Dissolution as well as any subsequent modification of the order is to be on file. Unless otherwise decreed in the order, information commonly made available to parents or guardians of any students in attendance will be provided to either parents or guardians upon request.

LUNCHROOM AND RECESS SUPERVISION

Adult supervision is provided during the lunch and recess periods. A fee, per child, is charged for recess supervision. Any student who participates in recess during the lunch/recess period is expected to pay this fee, which is included on the family's tuition contract. Students that participate in the lunch recess after the beginning of the school year will pay a fair, pro-rated fee determined by the administration.

LUNCH PERIOD

Behavior

Supervising personnel have complete authority in the lunchroom. Any child who cannot be courteous or well mannered will not be permitted to stay at school during the lunch hour. The following rules apply during lunch:

- 1) Children are to stay in their seats until dismissed.
- 2) Children are to raise their hand if they need help.
- 3) Children may talk quietly.
- 4) Good table manners are expected.

Any child leaving the school grounds for lunch must either be going home for lunch, or be accompanied by one of his/her parents, guardian, or individual designated by the parents. A written note must be sent to school prior to the special occasion authorizing the child to leave during lunch on that day.

School Lunch

Aquin Elementary & Preschool provides a school lunch program. The school lunches are obtained exclusively from the Beltline Cafe. Payment is made directly to Beltline Café.

School lunches are pre-ordered and payment is expected with the order form. School lunch order forms are sent home via the brown envelope.

Sack Lunch

Students may bring sack lunches or Snackable lunches to eat at lunchtime. However, students will not be allowed to drink the pop which some of the Snackable lunches contain. Students are to drink milk, water, and/or fruit juice at their lunchtime.

On occasion a student may forget to bring his/her lunch. The school **WILL NOT** phone home requesting a lunch be brought. The Beltline Cafe will provide the student with a lunch and charge the family accordingly.

MILK AND/OR DRINKS

1) Aquin Preschool and Elementary Students

- a) The Aquin Elementary students may receive milk for lunch (and/or preschool break).
- b) Milk may be purchased in advance. Any student wishing daily milk for lunch will be charged a milk fee.
- c) Students wishing daily milk for lunch after the beginning of the school year will pay a fair, pro-rated fee determined by the administration.
- d) Students wishing milk only occasionally may purchase milk at lunchtime for \$.25.
- e) If your child does not wish to drink milk, is allergic to milk, etc., another drink (preferably a fruit juice/drink, **not pop**) may be sent to school with the child. After receiving permission, all children desiring a drink of water may use the water fountain.

Free milk is available to families who qualify due to low income. All applications are kept in strict confidence. More information is available in the school office.

ILLNESS AT SCHOOL

If your child becomes ill at school and it is necessary for the child to go home, you will be notified. Children will not be allowed to walk home or walk to the babysitter alone if they are sick. If your child is seriously hurt on the playground or while in school, you will be contacted immediately. If you cannot be reached, we will contact the other persons indicated on your emergency card. Please tell your child that he/she is to bring to the attention of his/her teacher or other supervisory personnel complaints of any injury or illness.

PHYSICAL EDUCATION EXCUSES

If it is necessary for your child not to participate in physical education classes, notification must be given in writing. If the condition continues for more than a week, then a doctor's excuse will be required.

MAKE-UP ASSIGNMENTS

Make-up assignments will be provided upon parent request. When students are absent due to illness, they are expected to make up required assignments. If you would like your child's assignments by 3:00 p.m., please contact the office **before 8:15 a.m.** It is the responsibility of the student and/or parent to get the assigned schoolwork. The student will be given one day for each school day missed to make up the work. (Example: A student is sick three days. After attending school for three days, the student should turn in his/her make up work when arriving at school on the fourth day.)

Parents are requested to give the teacher at least three days notice if they know their child is going to be absent for an extended period of time due to a scheduled surgery, etc. This will give the teacher adequate time to prepare assignments for the child and/or make arrangements with the child's parents about the assignments. It is up to the discretion of the teacher if the assignments are due before or after the scheduled leave of absence.

MEDICATION AT SCHOOL

School personnel will give no medication unless the following regulations are followed:

- 1) A parent or guardian shall provide the school with the physician's orders/prescription detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached.
- 2) The student's parent or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school. (This request form can be obtained in the school office.)

- 3) Medication shall be brought to the school in a container appropriately labeled by the pharmacy or physician. The name of the student and the names of the physician, pharmacy, and pharmacy phone number shall be indicated on the container.
- 4) The school shall provide a locked space for safe storage of the medication.
- 5) The school administrator shall keep a written record of all drug administration. This record shall include the following information: What medication was given, to whom it was given, when it was given (date and time), who administered the medication, the date of initiation of drug therapy in school, if and when a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student's health file.

Students **MAY NOT** bring medication (cough drops, aspirin, etc.) to school to be taken on their own. There is always the danger that the medication may be lost/stolen and then be ingested by another student causing harm or allergic reaction.

ARRIVAL AND DEPARTURE INFORMATION

At the **Aquin Elementary Campus** children should arrive no earlier than 8:15 a.m. If it is necessary for your child to arrive earlier due to family schedules, your child will be sent to Extended Care and will be charged accordingly. The same procedure will be used at the end of the day.

If a child will be taking other than the usual means of transportation home, his/her homeroom teacher must receive written notice from the parents. If we do not have this written notice, the child will be sent to Extended Care and will be charged accordingly.

EXTENDED CARE

Aquin Elementary provides extended day care for students in grades preK-6 wishing to use it. This service is provided for families attending our school who desire additional, quality supervision for their school-age children before and/or after school. The fee is \$3.00 per hour per child. The hours of operation are from 6:45 a.m. - (8:15 a.m.) until the start of school, and at the end of the school day until 5:15 p.m. Children must be picked up by 5:15 p.m. or a \$10.00 late fee will be charged. Afternoon extended care will not be provided on days of early dismissal. Extended Care will start the first full day of school and end the last full day of school. Students will be given time to complete homework and will be offered tutoring by a certified teacher/staff member in the after-school program. Monthly, families using Extended Care will receive a bill with the previous month's charges. All accounts must be paid on time, or a \$5.00 late fee will be charged.

BIKES

Due to the busy traffic pattern around the Aquin Elementary Campus, children will not be allowed to ride bikes to school. The safety of each child is our first priority.

TRAFFIC FLOW/SAFETY

Aquin Elementary/ Preschool Campus

The Aquin Elementary Campus is located in a heavily traveled traffic area. Therefore, safety for our children must be a concern for all, both school personnel and parents. It is very important the rules below be followed when bringing or picking up your child at school. If someone else is dropping off or picking up your child (e.g. grandparent, aunt, uncle, etc.), please tell that person about the drop-off and pick-up safety rules outlined below.

The area on the southwest side of the school building is a **NO PARKING -- NO DRIVE THROUGH** area during the following hours:

- 8:10 a.m. to 8:35 a.m.
- 2:55 p.m. to 3:15 p.m.

Any employee or parent will be fined \$5.00 for entering the school parking lot from Pleasant Street during the hours listed above. During the above hours, use the Iroquois Street entrance into the parking lot (the driveway next to the church). This is a **one-way entrance only**. **Do not enter from Pleasant Street!** Park your car in one of the parking spaces to let your child out of the car or to pick your child up. Do not stop in the traffic lane to let your child out of the car or to pick your child up. When your child arrives at school or is dismissed from school, he/she is required to wait on the lines on the southwest side of the school building by the door. Entrance into the school is only through this southwest door.

Especially during the above times, safety for your child will be the result if the following rules are obeyed.

- 1) Do not enter the parking lot from Pleasant Street
- 2) The bus picks up students from Washington/Iroquois Streets. Do not park in this area.
- 3) Do not park on the lines by the southwest door
- 4) Do not pick your child up without parking
- 5) Use the Iroquois Street one-way only entrance
- 6) Watch carefully for children going to their cars
- 7) Watch for walkers when you exit onto Pleasant Street

PARKING

Aquin Elementary/ Preschool Campus

The St. Joseph's Church Parking Lot off of Iroquois Street is open each morning at drop-off time as well as after-school for pick-up of students. This availability should provide every family with access to sufficient number of parking spaces each day.

FIELD TRIP POLICY

Field trips are privileges afforded to students. No student has an absolute right to a field trip. For each field trip, the parent or guardian must sign a permission form. If the permission form

is not signed and returned, the child may not go on the field trip. A telephone call or another note **WILL NOT** take the place of the permission form. Parents have the right to not let their child go on a field trip.

FIRE, TORNADO, AND BUS EVACUATION DRILLS

There will be fire and tornado drills during the school year. All drills are to be conducted in silence and in an orderly manner. Students will also participate in bus evacuation drills as well as lockdown (intruder) emergency drills during the school year.

VISITATION

Parents Visiting School/Classroom

Parents entering the school should always report to the office. A **MANDATOROY** sign in/out (Office Log) is required for all visitors formally entering the school with a destination beyond the school office. If you come into the school building to pick your child up for an appointment, etc., please wait for your child outside of the office.

Parents are welcome to visit the classrooms provided arrangements have been made in advance. Parents are invited to contact teachers when questions arise concerning their child. Please call the office ahead of time and make an appointment.

Animal Visitation

Animals will be allowed in the school area and building only if the owner can show proof of current vaccination for rabies and other required shots, and/or proof of health by a veterinarian. Advance notification in writing must be received by the principal at least 24 hours before any animal is brought to school. In addition, it is at the discretion of each classroom teacher and the administration to grant or deny permission for a pet visitation. An adult must accompany the animal to and from school and provide private transportation for the animal. The animal must be contained in a cage while in the building.

PLEASE NOTE: Animals with fur will be required to remain outside due to potential student allergic reactions.

LIBRARY

Students have the privilege of using the school library. Along with this privilege, students have the responsibility of returning materials. The student must pay for any material not returned. Parent volunteers staff the library.

TELEPHONE POLICY

Students Calling

Students must receive permission to make a phone call from a faculty member or from an office staff member. A staff member will supervise student phone calls.

Messages To Students

Every effort will be made to relay all messages received from parents or guardians to the student prior to the end of his/her school day. However, to help insure this fact, messages should be received **ten minutes prior to dismissal time**.

* Cell Phones

In order to provide the best possible education in the best possible learning environment, which can be compromised by ringing cell phones, the following applies.

Cell phones may be brought to school and to school activities under the following conditions:

- 1) Phones must be kept in the **OFF** position and out of sight in the student's locker during the school day. During a school-sponsored activity, cell phones must be turned **OFF**.
- 2) Cell phones may not be used for taking pictures.
- 3) Harassment or threatening of persons via the cell phone is not permitted.
- 4) Cell phones may not be used for game playing, Internet or e-mail access, text messaging, video movie displays, gambling or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing cell phones to school.

* The School is not responsible for lost, damaged, or stolen cell phones. These WILL NOT be replaced at the expense of the school. It is best not to bring cell phones to school.

COMMUNITY MASS AND LITURGICAL CELEBRATIONS

Masses are held weekly, with special liturgical celebrations scheduled during the school year. In addition other prayer services are held during Advent and Lent. All parents, whether Catholic or Non-Catholic, are invited to join the school family in prayer.

SCHOOL-COMMUNITY RELATIONS

Weekly, a newsletter is prepared and sent home to the families in the "brown envelope". The "brown envelope" is sent home on WEDNESDAY of each week. Individuals wishing to have information sent home in the "brown envelope" must have it in the school office on the Monday preceding the day the "brown envelope" is sent home. Also, you may check the website, www.aquinschools.org, for the newsletter, and many other useful bits of information.

HALL POSTERS

Any posters, advertisements, use of the school's name, or other displays in the hallways must have approval of the administration.

INVITATIONS/GIFTS

Students are not allowed to pass out invitations at school unless the entire class is being invited. Furthermore, if your child is having a party and not inviting the entire class, remind your child not to discuss anything about the party at school. This guideline will prevent hurt feelings of uninvited students.

To eliminate classroom distraction, no student gifts (balloon bouquets, flowers, etc.) will be delivered to the student's classroom. The student will be notified at a convenient time during the day that a gift has been received for him/her. The student will be invited to come to the office to view the gift and reminded to stop after school to take it home.

TECHNICAL EQUIPMENT/TOYS

Students are not allowed to bring technical equipment (e.g. pagers, MP3 players, iPods, walkmen, etc.) to the school building without prior approval from the administration. The school is not responsible for any lost/stolen items brought to school by students (e.g. students bringing toys to school to play with at Extended Care).

SCHOOL CLOSING

If for any reason (snowstorm, no electricity, etc.), school would have to be closed, the announcement will be made on radio stations WFRL (1570 AM), WFPS (FM92), WQLS (FM102.1), WEKZ (FM93.7), WEKZ (AM1260), and on television channels WIFR 23, WTVO 17, and WREX 13. You may also sign up for the Aquin Schools Emergency Broadcast System; this link may be found on the Aquin Catholic Schools' website, www.aquinschools.org. A message will be delivered to any registered email addresses (through NIXLE or WREX) and a text message will be sent to your registered cell phone numbers. Any questions or help with registration, please contact Laura Diemer at laura.diemer@aquinschools.org. When an early dismissal is called for because of deteriorating weather conditions, Aquin Jr-Sr High School, the Aquin Elementary Campus, and the Aquin Pre-School Campus will close at the same time. However, bus students will be let out at the time the Freeport School District #145 busses arrive at school to take the bus students home. Extended Care will be provided until all children have been picked up from school. Nonetheless, parents are asked to pick their children up from school as near to the early closing time as possible.

To keep the phone lines available for administrative purposes, parents/guardians are asked to refrain from calling the school to ask if school is closing. Calls with transportation arrangements, etc. for students will be welcomed.

PARENTAL COOPERATION

As members of the community of the Aquin Catholic Schools, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at school and/or during any school-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

- 1) Disrespect to any person at school or at a school-related function.
- 2) Raising of voices, foul language or name-calling directed at any staff member, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member.
- 3) Any physical assault.
- 4) Any other activity considered by the Aquin Catholic Schools' administration to be threatening or disrespectful to another, disruptive to the school and/or inconsistent with the Catholic values that our school system strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. Aquin Catholic Schools reserve the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the Aquin Catholic Schools, may result in corrective action, up to and including exclusion from our school system's events. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent, and exclusion from our school system's events.

A parent who violates this policy may be warned regarding the unacceptable behavior and Aquin Catholic Schools will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future Aquin Catholic Schools' events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern record of unacceptable behavior, etc.) shall be considered.

The decision of the principal regarding the application of this policy may be appealed to the superintendent. The decision of the superintendent is final.

RESOLVING PROBLEMS AND/OR CONCERNS

Because a Catholic setting is the basis of this learning facility, students and parents are encouraged to bring their concerns directly to the attention of the teacher, coach, or person in charge at the time in question. The recommended procedure to be followed is:

- 1) Schedule a time to meet with the teacher, coach, or person who was in charge.
- 2) Meet with the teacher, coach, or person who was in charge to discuss the matter.
- 3) If the issue has not been resolved, schedule a time to meet with the principal and discuss the concern.
- 4) If the issue remains unresolved, schedule a time to meet with the superintendent and discuss the concern. The superintendent has the power to make the final decision.
- 5) An additional step is to consult a priest or a council member for advice.
- 6) Remember:
 - a) Make an appointment. Please do not drop in unannounced.
 - b) Call the school and leave a message. Please do not call the teacher at home.

PARENT VOLUNTEERS

Parents are needed each school year to assist the faculty and administration in their work. Areas where parents can be of help are: hot lunch servers, library aides, computer aides, clerical helpers, coaches, etc. Volunteers must remember to keep any information received about students, parents, or staff confidential.

Because our children are the most important gifts God has entrusted to us, volunteers must strictly follow the rules and guidelines of the Diocese of Rockford Volunteer Code of Conduct as a condition of providing services to the children and youth of the diocese, and/or diocesan parishes, schools, or other institutions.

Volunteers will:

- 1) Complete a *Protecting God's Children* session (now available on line @ <http://www.virtusonline.org>), training certificate to be turned in to the school office.
- 2) Have a State of Illinois Criminal Background Check (paid for by A.E.S.).
- 3) Diocesan Forms: Code of Pastoral Conducts Booklet, Sexual Misconduct Norms
- 4) Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services Agency. Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- 5) Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- 6) Avoid situations where the volunteer is alone with children and/or youth at church/school activities.
- 7) Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- 8) Refuse to accept expensive gifts from children and/or their parents without prior written approval from the pastor or administrator.
- 9) Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- 10) Cooperate fully in any investigation of abuse of children and/or youth.

Volunteers **Will Not**:

- 1) Smoke or use tobacco products in the presence of children and/or youth.
- 2) Use, possess, or be under the influence of alcohol at any time while volunteering.
- 3) Use, possess, or be under the influence of illegal drugs at any time.
- 4) Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- 5) Strike, spank, shake, or slap children and/or youth.
- 6) Humiliate, ridicule, threaten, or degrade children and/or youth.
- 7) Touch a child and/or youth in a sexual or other inappropriate manner.
- 8) Use any discipline that frightens or humiliates children and/or youth.
- 9) Use profanity in the presence of children and/or youth.

Volunteers working with children and/or youth are subject to a thorough background check including criminal history. Any action by a volunteer that is inconsistent with the Volunteer Code of Conduct or failure to take action mandated by the Volunteer Code of Conduct or the laws of the State of Illinois may result in the removal of the volunteer from working with children and/or youth.

SPORTS (PHILOSOPHY, GOALS, RULES, AND REGULATIONS)

DIOCESE

Diocesan Beliefs

The athletic programs of the elementary schools of the Diocese of Rockford are founded on these beliefs:

- 1) The existence of God
- 2) The dignity and worth of the human person
- 3) The collegiality of people
- 4) The right of God's people to mature in society and in the Church
- 5) The responsibility of parents in transmitting these beliefs to their children

Diocesan Philosophy and Purpose

The athletic programs of the elementary schools of the Diocese of Rockford exist to promote the spiritual, moral, social, and physical development of students guided by the teachings of the Catholic Church. Such programs shall serve the following purposes:

- 1) Develop a healthy response to God and society
- 2) Show the goodness of God alive in our world
- 3) Deepen self-knowledge
- 4) Promote growth in social skills and moral development
- 5) Promote the physical development of each student and increase their potential for improvement in sports
- 6) Experience God-given talents with fellow athletes
- 7) Develop within each student a philosophy of teamwork and fair play
- 8) Develop common goals
- 9) Create a spirit of camaraderie
- 10) Recognize personal responsibility based on truth and justice
- 11) Afford athletes the opportunity to participate and earn the respect and companionship of their peers
- 12) Discover and improve individual skills in each person
- 13) Promote self-confidence and poise as team members
- 14) Promote excellence through participation and learning while competing with other teams
- 15) Teach good fundamentals, team spirit, and sportsmanship
- 16) Promote understanding and knowledge in healthy living and sound physical development
- 17) Improve the ability to respond to the needs of others

Diocesan Administration

In accord with Rockford Diocesan Policy 6200 "All elementary and high school athletic programs associated with Catholic schools in the Diocese of Rockford shall be under the jurisdiction of the local school principal. The athletic director will be accountable to the principal."

Diocesan Athletic Program Requirements

- 1) A candidate for an athletic team may not practice or play in a game until he/she has filed with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year and a proof of insurance waiver signed by the parent/guardian.

- 2) Lower grade (through 6th) programs shall have as their primary emphasis instruction and participation. Upper grade (7th and 8th) shall emphasize instruction, participation, and competition.
- 3) Coaches and athletic directors must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character.
- 4) It shall be the responsibility of the host school to lead those assembled in a public prayer and the recitation of the pledge of allegiance or playing/singing of the national anthem.
- 5) It is mandatory that all team members who are listed in the official scorebook for each contest be given playing time. Every member listed in the book must enter and play in the game/match/contest before it ends. Likewise, it is mandatory that all team members who are listed in the official scorebook sit out a portion of each contest. *Exception: When the number of team members is equal to the number of athletes necessary to field a team.*
- 6) Host schools are responsible for having a designated person in charge of the game facility at all times. Such person will notify visiting coaches of his/her role.
- 7) Each school shall establish, implement, and communicate scholastic eligibility requirements for its students.
- 8) Each school shall establish, implement, and communicate conduct eligibility requirements for its students.
- 9) Religious activities take precedence over all athletic activities.
- 10) Any Diocesan Invitational Tournament sponsored by a Diocesan school must follow IESA rules and regulations (See 4 under Diocesan Sport Limitations and Specifics.)
- 11) A properly equipped first aid kit must be available to coaches at all practices and contests.
- 12) IESA rules and regulations shall govern play in each sport. If no IESA regulation exists, decisions are to be made by the Conference.

Diocesan Requirements for Coaches

- 1) Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult is at every game and practice when the head coach is unavailable.
- 2) At least one adult female must be in attendance at all girls' team practices and contests. At least one adult male must be in attendance at all boys' team practices and contests.
- 3) All coaches or other adults involved in student supervision must complete all diocesan requirements regarding criminal background checks, sexual misconduct norms receipt, bloodborne pathogens training, etc.
- 4) Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches are always to be positive in coaching and encouraging a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches are not to incite the fans toward opposing coaches, players, or officials. Athletic Directors are instructed to caution coaches and remind them of their responsibilities and accountability in this regard.
- 5) All coaches will answer directly to their Athletic Director who will in turn answer to his/her Principal.
- 6) IESA rules governing sportsmanship and coaches shall apply in all cases.

Diocesan Spectator Guidelines and Expectations

- 1) All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.
 - a) Fans are expected to be courteous and respectful of the host school facility and those

in authority.

- b) Obscene language and behavior will not be tolerated.
 - c) Kicking and stomping on bleachers is unacceptable.
 - d) Local host rules regarding food and drink in gyms must be observed.
- 2) All student spectators are to be accompanied by a responsible adult.
 - 3) IESA rules governing sportsmanship and spectators shall apply in all cases.

Diocesan Sport Limitations and Specifics

The Diocese enacts the following sport limitations and specifics using the Illinois Elementary School Association (IESA) rules and regulations as a basis:

- 1) There shall be no cutting of players in the athletic programs. Schools may divide the team if there are too many players at one level.
- 2) Any contests and practices scheduled on Sundays shall begin at 1:00 p.m. or later.
- 3) The playing/practice time for Diocesan schools is as follows: Each school team shall have a maximum of four days of practices/contests in a given week - Sunday through Saturday.
- 4) IESA is to provide guidelines as to limitations on the number of contests. (Every interscholastic competition/scrimmage shall be considered a contest.)
 - a) Football: The total number of regular season contests may not exceed nine.
 - b) Volleyball and Basketball: The total number of regular season contests may not exceed
 - i eighteen games/matches and no tournaments; or
 - ii sixteen games/matches and one tournament; or
 - iii fourteen games/matches and two tournaments
 - c) Cheerleading and Pompons: Regular season contests plus two cheerleader competitions per squad per year
 - d) Track and Field: In accord with IESA rules and regulations, established school teams should engage in at least three interscholastic contests, however, for the purpose of these rules and regulations, no diocesan school team shall compete in more than five interscholastic meets/contests.

AQUIN ELEMENTARY

The fifth and sixth grades' sports program is designed to be an instructional and developmental learning experience. All fifth and sixth graders are expected to receive fair-playing time. Basically, all team members should receive equitable playing time consistent with the effort and talent exhibited during practices. Examples are:

- 1) If a team member is frequently late for a practice, he/she should not be allowed to play the equal amount of time as those team members who are always on time.
- 2) If a team member does not put forward true effort during practice time, he/she should not be allowed to play the equal amount of time as those team members who consistently put forward true effort.
- 3) If a team member is frequently disrespectful, a discipline problem, does not display team spirit, and does not strive to strengthen the team; he/she should not be allowed to play the equal amount of time as those team members who consistently display respectful, obedient, and sportsmanlike behavior.
- 4) If a team member, tries to the very best of his/her ability at the practices, but simply cannot master the fundamentals of the sport, he/she may not be allowed to play the equal amount of time as other team members. This would be done **only** for the reason of not causing undue embarrassment for that team member.

Since the safety and health of each student is important, there are four areas of information the parent/guardian must provide. They are outlined below.

- 1) A student may not practice or play in a game until he/she has on file with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year. All fifth and sixth grade students must obtain a sports physical from their own physician or receive the Aquin Catholic Schools sports physical for the coming school year.
- 2) Student athletes may not practice or play if there is any question about their health on any given day. If a physician treated an injury, a written release from a **physician** is required.
- 3) Proof of automobile insurance for **any** vehicle used to help transport students to practices/games is required. If more than one of the family's vehicles might be used to transport students to games, then proof of automobile insurance (minimum liability limits of \$100,000/\$300,000) must be provided for all those vehicles.
- 4) Medical emergency cards must be filled out. Coaches are required to have these cards with them at all practices and games. If a student becomes hurt, his/her medical emergency card quickly provides valuable medical and notification information.

The sports program is an extension of the Aquin Catholic Schools. The main emphasis of our school system is to pass on the Catholic faith, with academics aligning with this objective. The sports program has a secondary emphasis.

Eligibility requirements for our sports program are:

- 1) Students are required to do their daily class work, homework, and maintain passing grades. (Grades that result in ineligibility are listed below.)
- 2) Attendance: All players are required to be at practices and games. Lack of attendance could forfeit a student's right to play.
- 3) If a student is absent from school due to illness or suspension, that student is ineligible for practices or games scheduled for that day.
- 4) Excessive demerits and/or severe misbehavior may forfeit a student's right to play and/or eligibility for participating in a sport.
- 5) Demerits earned during May and June may be carried over to the next school year for purposes of athletic eligibility.

Our school is responsible for making sure that each student is academically competent before he/she is allowed to participate in an extra-curricular activity. To accomplish this, our school will have a weekly academic eligibility check on all players involved in a current sport. It is expected that the faculty, coaching staff, parents, and participants should understand this criteria.

In the elementary school, to determine who will be allowed to participate the following week in his/her sport, a roster of participating players will be given to the principal by the coach. The principal will notify the coach of any students having any one of the following combinations (two F's; one F and two D's; four D's) in the seven core subjects (religion, English, mathematics, reading, spelling, science, and social studies). Those ineligible players will not be allowed to participate in the games for the next week.

The time period for ineligibility is from Sunday to Saturday. An ineligible student must attend practice. In addition, the ineligible student must **attend and dress** for any scheduled game(s) during his/her ineligibility time period, but the ineligible student may not play in the game(s).

If the principal feels a student who is participating in a sport is being deprived of a full academic education because of the amount of practice time, the principal may prevent the student from participating in the sport.

The athletic program provides exceptional public relations for our school system. To promote our school system, the student players must wear their school attire to the games. As well, the coaches are to wear professional attire to the game.

Finally, sport programs can be a viable means of communicating our school's Catholicity and high standards. Spectators, athletes, and coaches are ambassadors for the school system. All are expected to exhibit good sportsmanship and respectful behavior at all times. Any violation of unbecoming sportsmanship or disrespectful behavior should be brought to the attention of the athletic director or principal (in writing) within 48 hours of the infraction. All misbehavior cannot be monitored. Your help in this endeavor is appreciated.

BULLYING (Diocesan Policy 5170)

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: Harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Face Book, Twitter, My Space, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive. Students who violate this policy will be subject to the discipline policy of the school.

Procedure:

This policy is to be communicated by each Diocesan school principal to the school's students and their parent/guardian annually. This policy will be reviewed/updated every 2 years and filed with the State Board of Education after being updated.

Any behavior of a student which, in the School's discretion, puts that student at risk for aggressive behavior, include bullying, shall be reported by the Diocesan school principal to the parent/guardian of the student committing the behavior, and the parent/guardian may be required to investigate early intervention based upon available community-based resources.

Aquin Catholic Schools HEALTH ISSUES

LICE POLICY- This policy may be revised should we receive updated medical literature and advice.

1. Parents will notify the school if their child(ren) are found to have lice.
2. Parents will treat (two treatments) their child(ren) for lice using the following

Recommended procedures:

- a. Two treatments
 - i. Over the counter remedy.
 - ii. Prescription remedy.
 - b. Launder affected clothing, bedding.
 - c. Discard pillows, hairbrushes, etc.
 - d. Continue monitoring and treating child(ren) until problem is resolved.
3. Parents will notify school of appropriate measures taken to get rid of lice.
 4. School
 - a. Will provide general information to parents and children regarding the issue of lice.
 - b. Child(ren) found to have lice:
 - i. Will notify parents of classmates
 - ii. Will perform check for lice on classmates
 - c. Will perform periodic/frequent checks for lice.
 - i. School personnel
 - ii. Volunteer medical personnel
 - iii. Health Department personnel
 - d. Following a check at school, will notify individual parent of child(ren) found to have lice.
 - i. Parent must remove child from school to treat for lice.
 - ii. Child may return to school when child is lice and nit free.
 - iii. Follow up checks on child(ren) will be performed.

ASBESTOS

(Dated August 31, 2007 from the Diocese of Rockford Property Management Office)

Attention: Parents, Guardians, and Faculty of Diocesan Schools:

The U.S. Environmental Protection Agency (EPA) promulgated in October of 1987 the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. Part 763; the law regulates asbestos containing building materials in schools.

In compliance with this law, the Rockford Diocese retained Cape Environmental Management to inspect and write management plans for our parish schools. This 1988 plan gives us guidelines for our Operations and Maintenance.

All work performed will be accomplished by the guidelines and regulations set forth by:

- I.D.P.H. - Illinois Department of Public Health
- U.S.E.P.A. - United States Environmental Protection Agency
- I.E.P.A. - Illinois Environmental Protection Agency
- N.E.S.H.A.P. - National Emission Standard for Hazardous Air Pollutants
- A.H.E.R.A. - Asbestos Hazard Emergency Response Act
- N.I.O.S.H. - National Institute for Occupational Health
- O.S.H.A. - Occupational Safety and Health Administration

The Management Plan is on file at the school office (Aquin Elementary Campus) for your inspection.

If you have any questions, pertaining to our program, please contact me at 815-233-6416.

Sincerely,

Tom Hoffman
Principal

Handbook Revised August 2011

HANDBOOK CHANGES

The Administration reserves the right to make changes in this handbook.

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