

**Aquin Catholic Junior/Senior High School**

\_\_\_\_\_ 2010-2011

Name



\_\_\_\_\_

Grade

**STUDENT HANDBOOK**



1419 S. GALENA AVENUE  
FREEPORT, IL 61032

TEL. NUMBER 815-235-3154  
FAX NUMBER 815-235-3185

[www.aquinschools.org](http://www.aquinschools.org)

[www.teacherease.com](http://www.teacherease.com)

**PRINCIPAL'S MESSAGE**

Welcome to the 2010-2011 school year!  
As a faith community, we are united in our commitment to live and teach the Gospel of Jesus Christ. Through worship, celebrations, academic achievement, extracurricular activities, and service to others, we share with each other the love of Christ. May God bless us on our school journey this year.

- Kathleen Runte, Principal

**AQUIN CATHOLIC SCHOOLS**

Aquin Junior/ Senior High School  
1419 S. Galena Avenue  
Freeport, Illinois 61032  
Tel. 815-235-3154  
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Staff e-mail:  
first name.last name @aquinschools.org

Student Office: M-F, 7:00 AM-3:00  
Superintendent and Business Office:  
M-F, 7:30 AM - 4:00 PM



**ADMINISTRATION**

Superintendent/Principal  
Kathleen Runte Ext 224

**Administrative Support**

Assistant Principal  
Fr. Michael Bolger Ext 238

**Academic Dean**

William Pospischil Ext 237

**Athletic Director**

William Pospischil Ext 237

**Dean of Students Team**

Barb Flynn Ext 222  
Patricia Schirmer Ext 222

**Discipline Committee**

Fr. Michael Bolger Ext 238  
Barb Flynn Ext 222  
Patricia Schirmer Ext 222

**Counseling/College Consultant**

Fred Klipp Ext 236

**Technology Coordinator**

Valerie Stabenow Ext 233

**Jr. High Athletic Director**

Jim Jenkins

**Building and Grounds Manager**

Mike Shippy Ext 231

**Athletic/Guidance Secretary**

**Student Mentor**  
Barb Hemesath Ext. 236

**Bookkeeper**

Linda Thayer Ext 223

**Business Secretary**

Peg Schoenhard Ext 224

**Student Secretary**

Julie Fellers Ext 221

**Development**

Laura Diemer Ext 226  
Joanne Chang Ext 232

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**SCHOOL CALENDAR**

August	20	Institute
	23	Half Day of School
September	6	Labor Day
October	3-9	Homecoming
	11	Columbus Day
	12	Diocesan Institute
	22	End of 1 <sup>st</sup> Quarter
November	4	½ Day -Conf
	5	½ Day -Conf
	24	½ Day In-service
	25	Thanksgiving Day
	26	Special Holiday
December	17-21	Semester Exams
	21	Ring Ceremony
	22	Begin Christmas Vacation
January	3	School Resumes
	7	End of 1st Semester
	17	Martin Luther King Day
February	18	District Institute
	21	Presidents Day
March	18	End of 3 <sup>rd</sup> Quarter
	28	Spring Break Begins
April	4	School Resumes
	8	Prom Draw
	21	Good Friday
	25	Easter Monday
May	6	Prom
	27	HS Graduation
		St. Thomas Church
	30	Memorial Day
June	4	Institute
	7	Last Day

If no snow day, Institute on May 25, last day of attendance on May 27.

## **AQUIN JUNIOR/SENIOR HIGH SCHOOL**

### **History**

Aquin Catholic Junior Senior High School is a co-educational school owned by the Diocese of Rockford for the benefit of members of the Church of Freeport. It is operated by the Aquin Catholic School System under the policies and procedures of the Office of Catholic Education and the Ordinary of the Diocese of Rockford. Aquin Central Catholic High School is accredited by the North Central Association of Colleges and Secondary Schools and is recognized by the Illinois State Board of Education.

The first Catholic high school, Freeport Catholic Community High, was established in Freeport on September 7, 1923. It was staffed by the Sisters of St. Dominic of Sinsinawa, Wisconsin, under the direction of a Diocesan priest as superintendent and was located on the second floor of St. Mary's Grammar School.

On September 8, 1924, the name was changed to Aquin High School in honor of St. Thomas Aquinas, patron saint of learners. The late Bishop P.J. Muldoon laid the cornerstone of the present school May 9, 1926.

In 1959, a new addition was begun. Bishop Loras T. Lane established a Board of Directors that included the pastors of the parishes in Freeport, Lena, and Shannon, and the superintendent of St. Vincent's Home for Children. The name of the school was changed to Aquin Central Catholic High School and Rev. Phillip Reilly was appointed superintendent to succeed Msgr. Charles F. Conley who had been superintendent since 1923. The cornerstone of the new addition was blessed on March 19, 1961.

The Catholic schools in Freeport were consolidated into one school system in 1969 under the guidance of the Freeport Board of Catholic Education. The junior high program was added in 1976. The Office of Catholic Education and the Ordinary of the Diocese of Rockford appoint the Superintendent of Aquin Catholic Schools. The superintendent is responsible for the overall operation of Aquin Catholic Schools.

In 1990, the function of the Board was revised and it was renamed. Today the Aquin Catholic Schools Council of Administration is consultative in nature. It is composed of the pastors of the Catholic Churches of Freeport, Lena, and Shannon, and two lay members of each respective parish. The duty of the Council is to define the policies, goals, and objectives necessary to attain the educational mission of the Church of Freeport.

In 2007, the name of Freeport Catholic Schools was officially changed to Aquin Catholic Schools.

### **MISSION STATEMENT**

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

#### **GOAL 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 develop and strengthen our faith in Christ.
- D. To nurture a personal relationship with the triune God.

#### **GOAL 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 interest through offerings that foster life-long learning.

**GOAL 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 recognizing the good in each person.
- D. To encourage participation in service clubs and extra-curricular activities.

Aquin Catholic Junior/Senior High School is accredited by The North Central Association and recognized by the state of Illinois.

**SUCCESS AT AQUIN**

Aquin Catholic Junior Senior High School is a private Catholic school. Attendance is on a voluntary basis by students with their parents' support.

Aquin has standards and rules for religious formation, academic achievement, extracurricular participation, and appropriate behavior.

All students are bound to obey the rules from the day they are accepted as students until they graduate. All parents are expected to support the rules, and the consequences resulting from a failure to follow the rules.

The school's rules are contained in this book, in other places, or announced to the student body and parents. The Administration of Aquin reserves the right to make and enforce whatever rules it deems necessary for the good of the school.

The Administration of Aquin Catholic High School reserves the right to change the requirements for admission or graduation announced in this handbook and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, tuition charged, regulations affecting students, to refuse to admit or readmit, and to dismiss any student at any time, should it deem to be in the best interest of the student or of the school. Registration at Aquin constitutes a voluntary contract recognized by the law between parents and the school. Parents and students assume responsibility for all obligations - religious, academic, behavioral, and financial, resulting from this contract.

**Students and parents are expected to be familiar with this handbook.**

Parents and students should understand that tuition accounts must be paid on time, that detentions must be served when given, that school days take priority over vacation time, and that cooperation with the religious, academic, and behavioral mission of the school is essential.

**ADMISSION****Non-Discrimination Policy #5110**

The Aquin Catholic School System does not discriminate on the basis of race, color, and gender, national and ethnic origin with regard to admission of students. Equal education opportunity is available to each child in the Aquin Catholic School System.

**Residence**

All students attending Aquin are expected to live with their parents or legal guardian. Exceptions will be reviewed by the administration and approved by the priests.

**Enrollment of New Students #5110**

All new students will be enrolled with the understanding that they and their parents or guardians accept the Aquin Catholic School System's policies and regulations. In cases of a student who has been expelled from another school, the admission application shall be referred to the principal for

acceptance or rejection in accord with school policies and procedures.

### **Student Placement**

A student seeking admission to Aquin High School must have successfully completed the 8<sup>th</sup> grade from an accredited or state recognized school. Students who have been home schooled must complete all of the requirements and have attained the age of 14 by September 1<sup>st</sup> of the school year.

Students transferring into the Catholic School System must meet these requirements:

For entry into 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades the student must have passed Math, Science, Social Studies and English the previous year or have made up the credits in summer school from an accredited institution.

For entry into 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades the student must meet the requirements for Aquin students. Students must have sufficient credits to be admitted to sophomore and junior standing, and must be able to schedule all necessary classes for graduation to be admitted to senior standing.

### **Transfer Students**

It is recommended that students only transfer to Aquin at the semester. In special circumstances, students may transfer at other times.

Students transferring to Aquin Catholic Senior High School from District #145 (or any other district without a change of residence) will have no athletic eligibility for one calendar year from the date of transfer. Any exceptions to this rule must be granted by the Executive Director of the Illinois High School Association (IHSA).

### **Withdrawal**

Written notification signed and dated by the parent/legal guardian must be received in the office before the withdrawal process can begin. A signed exit form completes the process, tuition, fees paid, book and materials returned.

### **Pregnancy #5120-Rockford Diocese**

When a boy or girl is involved in unmarried pregnancy, the circumstances will be assessed on an individual basis. A conference to determine the most appropriate course of action shall be held with the student(s), the parent(s)/guardian(s), administration, and additional school personnel as deemed appropriate.

## **DAILY SCHEDULE**

### **Doors Open**

The academic areas of the school are open from 7:00 a.m. to 3:00 p.m.

**Anyone coming earlier or staying later is to do so only at the request of and under the personal supervision of a faculty moderator or coach.**

Families may be charged a fee for student supervision beyond 3:00 PM.

### **Emergency School Closing**

Notification of school closing due to emergencies, such as inclement weather will be made by radio stations WFPS 92.1 WFRL 1570 AM , AND 98.5FM, Rockford TV stations, the Aquin web site ([www.aquinschools.org](http://www.aquinschools.org)), and Aquin's emergency call back system.

## **ATTENDANCE**

### **School Attendance**

Students are expected to be punctual and to be present at school for each assigned period of the 176 days of the school year. Absence from school can seriously hamper academic success.

A student's attendance reflects his/her degree of responsibility and self-discipline.

Because of the school's responsibility, both moral and legal, during the time when classes are in progress, or during an extra-curricular event, the following regulations will be in effect:

1. **Students must be in attendance by 8:00 a.m. in order to attend / participate in an extra-curricular event, or a practice on that day.** This requirement may be waived by the administration.
2. A student who is suspended, (in school or out of school suspension), may not attend / participate in an event, or attend practice on the day of the suspension.

#### **Tardy to School**

School begins at 7:30 a.m. Those who arrive after that time **MUST report to the Student Office for an admit slip**, and then report to class. Students are allowed one tardy waiver (w/parent notification) per semester. Tardies beyond that will result in disciplinary action (30, 45, 60 min., Saturday detentions).

#### **Tardy to Class**

There are consequences for all tardies including disciplinary action.

Non-attendance in class or “cutting” a class constitutes truancy and will result in an in-school suspension.

#### **Truancy**

All students are expected to remain on campus from the time of arrival at school until the afternoon dismissal, and are to report to all assigned classes, advisory period, study hall, and scheduled assemblies.

Students may not leave the school building or grounds from the time of their arrival until dismissal time without permission from the administration.

Excessive absence will be handled by the Administration after consultation with the student’s parents and teachers.

#### **Attendance Procedure**

Students arriving to or departing from school at other than the regular attendance times (for any reason including illness, Career Tec/ Highland attendance, appointment, etc.) **must personally sign the attendance book in the Student Office and exit and enter through the Galena St. doors.**

### **APPOINTMENTS**

1. A student who wishes to be excused from school for any appointment (expected to be medical, dental, or emergency in nature), **must present a written note of explanation from his/her parent/guardian to the Student Office prior to Period 1.**

2. The student must sign out in the Student Office at the indicated time and **present a card from the appointment** to the Student Office upon returning to school in order to participate in any extra curricular activities.

**No excused class time will be allowed for senior pictures.**

#### **Career Tec /Highland Attendance**

Students enrolled in courses at Highland Community College or Career Tec are required to attend those courses whether Aquin is in school or not. Attendance verification is required. If Career Tec is not in session, students (with parents’ permission) do not have to be at Aquin.

Students are excused for the entire Aquin semester during the time they are officially registered for an HCC course.  
Students will be excused from Aquin 20 minutes prior to the beginning of their HCC / Career Tec course.

#### ABSENCE

**It is essential that students attend school every day of the school year in order to maximize their learning and become self-disciplined, responsible adults - qualities needed for success in life.**

#### In Case of Absence

Unless previous arrangements have been made, on each day of absence a **telephone call** from the parent / guardian must be made to the Student Office by 8:00 a.m., 235-3154, Ext 221.

**Failure to do so will result in an unexcused absence.**

#### Skipping school

No academic credit may be earned during the time of an unexcused absence.

*Absence for 3 periods is considered a half day of absence.*

#### Excessive Absence

Excessive absence (for any reason) may result in decreased credit or may prevent a student from earning credit for missed classes.

If a student accumulates **FIVE** absences (for any reason) in a quarter, his/her parents will be asked to meet with the administration. Student may be required to make up the time missed.

Absences (for any reason) beyond **SEVEN** in a semester may be considered unexcused, the student may not be allowed to make up work or tests missed on those days, but will have to make up the time missed.

Prolonged absence may be reason for reviewing the continued enrollment of the student at Aquin.

#### Unexcused Absence

A student without all the required approvals and verifications is considered unexcused absent. **Parent permission is not enough to excuse an absence, the school, also, must concur.** The student will neither be permitted to make up work or tests, nor to do them in advance without a signed approval from the administration.

#### Excused Absence

A student is absent with the consent of both the parent/guardian and the school. A student's absence must be called into the student office by 8:00 a.m. by the parent/guardian or **the absence will be marked unexcused (no academic credit).**

#### College Visitation Days

Seniors are expected to visit colleges before the fourth quarter of their senior year (exceptions require special permission).

Students wishing to be excused to visit a college must do the following:

1. Obtain a **College Visitation Form** from the Guidance Office.
2. Complete and return the form to the Student Office **at least two (2) days in advance** of the intended college visit.
3. Upon returning to school, the student **must present the business card of the college admissions personnel** as verification of the college visit. Failure to do so will result in an absence.

4. A junior and senior student will be limited to a total of three college visit days during their high school career.

### Funerals

A student, who wishes to be excused from school to attend a funeral, must follow the procedure for appointments.

## PLANNED ABSENCES DURING THE SCHOOL YEAR

We request most strongly that families *do not* remove their students from school for family vacations during instructional time and especially during semester exams.

### PROCEDURE FOR PLANNED ABSENCE

If a student must miss school for a planned absence (vacation), the following regulations must be followed:

1. A written request from a parent for a student's absence (excused absence) must be sent to the Student Office allowing enough time to process the request (at least 3 days in advance of the planned absence; minimum of two days for a single day of absence).
2. The student will receive a Planned Absence Form that must be signed by the administration, student, and each of the student's teachers. The form must be returned to the Student Office before the day/s of planned absence to qualify for an excused absence. A copy of the form will be given to the student and MUST BE RETURNED after the absence to the Student Office ( with the parent's signature) to receive an Excused Absence.

### School Work During a Planned Absence

It is the responsibility of the student to request, complete, and turn in the assigned schoolwork prior to the planned absence, at the discretion of the teacher.

### Academic Assignments

If a student is absent for fewer than four days, it is his/her responsibility to make arrangements to obtain missed work.

Assignments may be found on [www.teacherease.com](http://www.teacherease.com)

If a student is absent for four or more days, his/her parent may request assignments through the Student Office, provided the request is received two days before the requested pickup date.

### Academic Credit

The student will have one day for each day of unplanned absence (maximum of ten days) to complete make-up work that was assigned during absence. A student who is absent for a portion of the day (appointments, illness, etc.) is responsible for all tests previously scheduled for that day. Exception: students who are ill and leave and do not return to school on that day.

## CURRICULUM

The Aquin curriculum is a college prep program. It emphasizes excellence, and Aquin graduates are expected to demonstrate mastery of many skills and disciplines.

### Graduation Policy #5127

Graduation is a class exercise; it does not necessarily mean the confirmation of a diploma.

Students will receive diploma covers at the Commencement Ceremony. The diploma, a final report card, and a copy of the transcript will be mailed to the graduates following graduation.

### Early Graduation Policy #5127.1

The Aquin Catholic School Council of Administration does not allow early graduation (fewer than

eight semesters of school attendance) even though minimum requirements have been met prior to the graduation date.

### High School Graduation Requirements

28.5 Credits are necessary for graduation:

4 Credits	Religion
4 Credits	English
3 Credits	Mathematics
3 Credits	Social Studies (Am. Hist., W.Hist., Gov't./ Economics.)
3 Credits	Science (Biology,)
2 Credits	Foreign Language, Music, Art, Vocational
3.5 Credits	Physical Education
0.5 Credit	Health
0.5 Credit	Speech
0.5 Credit	Computer App.
0.5 Credit	Drivers' Ed
4 Credits	Electives

Must pass Constitution tests (United States and Ill.),

Religion requirements may be waived for the years students are not enrolled at Aquin.

### PE Waivers

PE waivers are available for juniors and seniors who are participating in football, golf, or volleyball **and** basketball 1<sup>st</sup> semester. For a 2<sup>nd</sup> semester PE waiver, they must participate in basketball **and** track, baseball, or softball.

- Juniors and seniors may substitute outside PE credits for Aquin credits (1 HCC credit = 1 semester of Aquin PE; 1 session of District 145 summer PE = 1 semester of Aquin PE.)

### Student Classification

In order to be classified as a:

- Sophomore - student must attain 6.5 credits
- Junior - student must attain 13 credits
- Senior - student must attain 20 credits

### Outside Credits Policy #5125.2

During the student's years at Aquin High School, Aquin will only accept a total of 4 remedial credits towards graduation requirements from any one or combination of the following: summer, night, correspondence or tutorial schooling.

### College Release Time

Seniors may apply at **Highland Community College** for courses. They may take only two courses each semester during the release time from Aquin. It is mandatory that their high school requirements are being fulfilled at Aquin before such registration takes place. The principal must approve release time from Aquin to take HCC course(s). **Previous attendance and behavior will be considered by administration for the release time privilege.**

**After registration at Highland, a copy of the student's schedule and transcript must be submitted and kept on file at Aquin.**

Students will attend Aquin during time not registered for HCC class(es).

### HCC Dual Credit

A student may attend a HCC class for dual credit. A copy of the student's HCC transcript must be submitted and kept on file at Aquin. The student's grade will not become part of his/her Aquin GPA.

### Vocational Offerings

Career Tec- Juniors and Seniors may request an interview at Aquin for Career Tec during the spring registration for the following year.

**Registration for Aquin Courses**

Students register in early spring for the following year; payment of the registration fee secures their registration.

**Dropping a Class**

After the master schedule has been set, a student may add or withdraw from a class only with permission from his/her parents, the teachers involved, and an administrator **within the first five calendar days after the beginning of the school year**. A \$50 drop fee will be assessed unless the schedule change has been initiated by the administration.

**Academic Standards - Grading Scale**

Grades for the marking period or semester exam shall be submitted as a letter grade.

The teacher shall compute grades as a percentage using the following scale:

A = 93% -100%

B = 85% - 92%

C = 77% - 84%

D = 70% - 76%

F = 0% - 69%

“W” = Withdrawn

“P” = Pass, credit is given, no grade

“I” = Incomplete

In extreme circumstances, an “I” (incomplete) may be given at the end of a nine week period or for the semester exam. **Incompletes must be made up within 10 calendar days after the end of the marking period.** After that time, the “I” will be changed with any **missing work counting as a zero**. Any exceptions must be granted by the administration in writing prior to the end of the ten-day period.

Students who receive a D on their report card will not be listed on the honor roll.

**Semester Grade Computation**

The teacher, on the basis of two-quarter grades and the comprehensive semester exam, shall compute the semester grade for high school students. The semester grade shall be computed on percentages and submitted as a letter grade.

Method for computation:

- |                           |         |
|---------------------------|---------|
| ▪ First nine-week period  | 2/5     |
| ▪ Second nine-week period | 2/5     |
| ▪ Comprehensive Test      | 1/5     |
| ▪ Semester % Grade        | Sum 5/5 |

**Student Grading Policies**

Students have a right to know the expectations of the class. Every student should be given a copy of the course syllabus. A syllabus for each class will be posted on the school’s web site.

Students have a right to know how their grade will be determined. Each student should be given a copy of the grading criteria for each course.

Students should expect that their grade will be determined in a fair and reasonable manner according to the established grading criteria. Teachers are strongly encouraged to use a “point system” and to insure that students are aware of the number of points they have earned.

Each high school course must have a comprehensive test for the semester.

A special test day schedule will be issued at the time. Since a semester test counts 1/5 or 20% of the final semester grade, the length and nature of the test should be appropriate to its value.

**Quarter Grades**

Quarter grades are issued for the purpose of noting a student’s progress and are not a part of the student’s permanent record. The grades issued at the end of each semester are the only grades

recorded on a student's transcript and permanent record. No credit is given for only a quarter's work. A failure at the end of the semester indicates a loss of credit.

#### **Honor Roll Requirements**

- **Highest Honors** GPA of 4.0
- **High Honors** GPA of 3.50 - 3.9
- **Honors List** GPA of 3.0 - 3.49

If a student receives a grade of "I" in any subject, he/she may be left off the Honor Roll.

#### **Report Cards**

Report cards are sent to the parents following the first and third quarters, and following the first and second semesters. Only semester grades are entered on the student's permanent record. A student's report may be held for delinquent fines, delinquent tuition, overdue books, school uniforms, etc.

#### **Academic Progress**

Parents/guardians have a right to be informed of the progress of their student.

It is the **responsibility of the teacher** to keep the parent/guardian informed.

It is the **responsibility of the student and parent** to keep current as to the student's progress in the class. **Information about the student's academic progress is located on the Teacher Ease web site.**

A student may not be given a failing grade for a nine-week marking period unless the parents have been informed prior to the issuance of the grade. Prior knowledge is considered to be current information on **Teacher Ease**, contact by personal conversation or phone between the teacher and the parent/guardian, or written notification by Academic Progress Report prior to the end of the marking period.

#### **Academic Eligibility**

Aquin students must be academically eligible in order to attend or participate in extra curricular activities.

The following grades are reported each Tuesday: weekly grades, quarter grades (accumulated from the beginning of a quarter to the current date), and semester grades (accumulated from the beginning of a semester to the current date). All grades are used in determining a student's eligibility to participate in extra curricular activities.

The following criteria are used in determining a student's eligibility to attend/participate in extra-curricular activities.

1. Student must pass four classes the preceding semester (IHSA).
2. Student must be currently passing four classes. This is an IHSA requirement, and is based on semester grades only.
3. A student may not currently have two F's, one F and two D's or four D's. A student may not have one F in the same class for two or more consecutive weeks.
4. A student who receives two or more F's for a semester grade will be ineligible for the following semester.

Semester and quarter grades will not be calculated until week three of the semester, or quarter, in order to give the student ample opportunity to accumulate a valid grade.

Grades are calculated on Tuesday of each week. The period of eligibility is the following Sunday through the next Saturday for both Senior and Junior High students.

During an extended period of non-attendance days, such as Christmas vacation, the last grade turned in before the vacation will be valid throughout the vacation.

#### **Student Progress Reports**

Students should communicate regularly with their teachers and keep a record their grades in their planners.

Reports are sent out periodically to inform the students and parents of progress made or not being made during the quarter.

Students receive frequent academic status reports on Teacher Ease: [www.teacherease.com](http://www.teacherease.com)

Mid-term reports for C-, D, and F grades are sent to parents half way through each quarter.

#### **ACADEMIC SUCCESS**

Students are expected to make satisfactory academic progress while enrolled at Aquin. Ways to accomplish this are:

1. Have a clear understanding of the requirements, expectations, and grading procedures for each class.
2. Satisfactorily complete all requirements and meet all expectations for each class.
3. Request extra help from the classroom teacher when needed.
4. Request help from an adult and/or student tutor.
5. Take advantage of after school study (10<sup>th</sup> Period) and extra credit sessions (tutors are available).
6. Maintain good communication among student, parents and teacher.

#### **ACADEMIC DIFFICULTIES**

Students experiencing academic difficulties should or may be required to:

1. Obtain extra help from the classroom teacher when needed.
2. Obtain help from an adult and/or student tutor.
3. Attend after school study and extra credit session, "10<sup>th</sup> period".
4. Schedule a staffing with student, teachers, parents, and administration to establish a program designed to assist the student in overcoming his/her academic deficiencies.
5. Utilize an academic contract.
6. **Students appearing on the academic warning list will be required to attend tutoring sessions from 2:25 - 3:00 p.m. (10<sup>th</sup> Period)**

#### **ACADEMIC PROBATION**

A student is placed on Academic Probation if he/she has two or more failing grades for a grading period.

**Quarter Probation:** succeeding quarter after a student receives two or more failing quarter grades.

1. A staffing and Individualized Improvement Plan will be established for the student.
2. Student will be required to attend tutoring and/or study sessions for the quarter, "10<sup>th</sup> Period."

**Semester Probation:** succeeding semester after a student receives three or more failing semester grades (Policy #5123.2)

1. A staffing and Individualized Improvement Plan will be established for the student.
  2. Student will be required to meet on a weekly basis with his/her teachers where the deficiencies occurred, and/or attend after-school study sessions.
  3. Student will be required to attend 10<sup>th</sup> Period.
  4. Student will be suspended from participation or attendance in extra-curricular activities for the semester.
  5. A student receiving two or more failing grades for a semester during which he/she was already on Academic Probation will meet with the principal to determine whether continuing at Aquin would be in the best interest of the student. Consideration will be given to the following options:
    - A. Academic Probation for the next semester.
    - B. Retention in current grade
    - C. Mandatory withdrawal from Aquin Catholic Jr./ Sr. High School.
- The decision of the Administration shall be confirmed in writing.

## **FINANCIAL ARRANGEMENTS**

### ***Tuition and Fees Payment***

Tuition is to be paid in the following ways:

1. Registration fee for each student is due at pre-registration.
2. Tuition Contract is signed at final registration.
3. Payments are established according to billing choice selected on tuition contract.
4. Tuition must be paid in advance or on regular eleven-month schedule beginning in July and ending in May.
5. **A late fee will be assessed for delinquent payments made after 15<sup>th</sup> of month (July - May).**
6. **Policy 3240.3 (Tuition Refund Policy).** Families must pre-register their children for the coming school year. At this time each family will make a deposit to hold their child's position on the class roster. This deposit is non-refundable. If a family decides to leave the school system, the following procedure will be in effect:

### **Tuition Refund Policy**

- A. **All fees are non-refundable.**
- B. A withdrawal notice must be written, signed and dated by parent/legal guardian, and submitted to business office to be considered official.
- C. The family will pay for the entire **month the child (ren) are registered as students of the Aquin Catholic School system, August through May.**
- D. A family will receive a refund if tuition has been paid beyond the time the child(ren) are registered as students of the Aquin Catholic School system.
- E. The school's expectation is that **tuition will be paid before the student's records are released.**
- F. **The family must complete an official exit form before there can be any transfer of records.**

Changes in payments must be made through the Business Office (approval of administration is required).

Financial aid applications are available in the school office or on the Aquin website.

### **If payments are not made on time, the following procedure will be implemented:**

1. First notice is made on tuition statement.
  2. Second notice will be by letter.
  3. If the payment schedule is not followed and no arrangements with the Administration are made, after 90 billing days the administration will initiate procedures to remove the student(s) from the school system.
4. Students who are not in acceptable financial standing may not participate in any extra-curricular activities, including athletics, or graduation.
  5. No final semester exams will be given to any student delinquent in tuition unless arrangements have been made in advance with the Administration.
6. Academic records will not be transferred to another school until all tuition is paid or arrangements have been made with the Administration.
  7. No student will be permitted to enroll in school the following semester without the written approval of the Administration if all past due tuition, fees, and book rental have not been paid.
  8. It will be the responsibility of the principal of the school involved to administer this policy through the Business Office.
  9. Any exceptions to this policy must be approved by the Aquin Catholic School administration.

## **GENERAL INFORMATION**

### ***Busing***

The terminal point for students who qualify to ride the public school buses is the Freeport Public

Junior High School. A bus then takes the students to and from Aquin, arriving at 7:30 a.m. and leaving at 2:24 p.m.

### Communication

It is extremely important for there to be adequate and reliable communication between home and school. The following are some ways to achieve this objective:

1. Regularly (daily) check the TeacherEase web site for announcements, up to date information about the school and/or your child(ren).
2. Brown envelopes (with school information) are distributed, usually on Thursdays. To continue to receive school information via the brown envelope, the student must return the envelope to the Student Office. Information may also be picked up in the office.
3. E-mail the teacher on the Teacher Ease website. [www.teacherease.com](http://www.teacherease.com).
4. If you wish to speak to a teacher, call the school to leave a message on **the teacher's voice mail** with your name and your phone number, and the teacher will return your call.
5. Schedule **meetings with teachers** for before or after school.
6. Spread the "Good News" about Aquin to friends and co-workers with your positive comments.

**PLEASE CHECK WITH SCHOOL PERSONNEL TO VERIFY THE ACCURACY OF YOUR INFORMATION AND BRING CONCERNS TO THE ATTENTION OF THE SCHOOL.**

### Illness

If a student is ill, his/her parent/guardian must comply with all attendance policies.

**In the interest of not spreading illness, students should not return to school until 24 hours after the cessation of fever and/or symptoms.**

After three days of absence due to illness, a doctor's verification may be required upon the student's return to school.

### Illness at School

A student who becomes ill during the school day should inform his/her teacher, and/or go to the Student Office. **The Administration will determine whether the parent needs to be called.** If the student needs to go home, the Administration will contact the parents. **Under no condition may the student make this call, or leave the building without permission.**

### Medical Issues

Parents are expected to inform the school of all medical matters concerning their child(ren). The information will remain confidential and will be used only to support the well-being of the child(ren).

### Medication

**All medication (prescription and non-prescription) must be kept in the student office.** The only medication given to a student will be that which is specifically prescribed for that student and/or for which there is written parental permission on file authorizing its distribution.

### Lice

*Please inform the school if you discover lice infestation. Periodic checks for lice may be conducted by school personnel.*

### Injury

If a student is injured, notification is to be made to the teacher and administration immediately. Until qualified help arrives, an injured person is not to be moved. **An injury report must be made and turned in immediately** (form is in the Student Office).

- First Aid kits are located in: Student Office and Athletic Office
- A defibrillator is kept in a case located outside the gym.

#### Injury - Release from PE Class

A student may be excused from participating in Physical Education class but NEVER from attending it. Students with an extended lack of participation (3 days or more) **must bring a note from a doctor**. The note must be given to the Physical Education teacher and the student office. Students who are unable to participate in PE (even for one day) will be given an alternate assignment.

#### Liturgical Celebrations

The student body is required to participate in the celebrations of the Mass and other Christian liturgies. Students are expected to participate in an attitude of respect and worship.

#### Lost and Found

The lost and found is in the Student Office.

#### Problems/Concerns

Students are expected to bring their concerns to the attention of the teacher/ coach **directly involved**.

The **procedural** order to follow in addressing a concern is:

1. Student **meets with the teacher/coach directly involved**.
2. If the issue has not been resolved, schedule meetings in the following order:
  - A. Student, parent, teacher/coach directly involved.
  - B. Student, (parent), teacher, **dean**; or student, (parent), coach, **athletic director**.
  - C. Student, (parent), teacher, **dean team members**.
  - D. Student, (parent), teacher, **discipline committee (dean team and priests)**.
  - E. If the issue remains unresolved, the above groups may meet with the superintendent.
  - F. An additional step is to consult a Council member or pastor for **advice**.

### **SAFETY**

School personnel and students are to be knowledgeable of the school's crisis plan. Periodic drills will be conducted. Safety procedures are posted in the rooms. Specific directions are located in the Safety Bins next to each exit door. **Students may NOT access any of the contents of the Safety Bin** unless specifically instructed to do so by an adult.

#### Emergency:

In case of an emergency or during a safety drill, students must keep silent and follow the directions of the supervising personnel.

#### Fire Drills (alarm)

1. The most important regulation for fire drills is good order.
2. Students must obey the signal promptly; everyone must QUIETLY leave the building.
3. Absolute silence must be observed throughout to insure possible re-routing of students and/or different instructions.
4. All books are to be left in the classroom.
5. Students should follow exit directions posted in each room and proceed out the nearest exit to assemble on the football field by grade, where attendance will be taken.
6. Any students who are not in their regular classes when the alarm is sounded should leave the building promptly and go to the football field.
7. Students should return to their classroom when the "ALL CLEAR" signal is sounded.

Tornado Drill - three short rings of the bell, or in case of a power failure, three short bursts from

an air horn.

1. Move rapidly to designated area.
2. Kneel on floor against lockers or walls with arms over face and head.
3. Absolute silence must be observed throughout to insure possible re-routing of students and/or different instructions.
4. Open windows and doors of each room.

The School Incident Commander will make the notification of a lock down. In an emergency any adult can order a lock down.

#### **Hard Lock Down**

1. Maintain silence.
2. Immediately lock all classroom doors.
3. Students sit or lie on the floor away from window(s).
4. Close any shades, cover windows if safe to do so.
5. Students and teachers remain on floor until a recognized staff member assures them it is safe to unlock doors.

#### **Soft Lock Down**

1. Close classroom doors and windows
2. Remain in classrooms until further notice.
3. Exterior doors will be locked and monitored by staff.
4. If outside, move inside building to designated area.

#### **Bomb Threat**

1. Immediately report information to the School Incident Commander.
2. Contact police
3. DO NOT USE CELL PHONES (SAFETY ISSUE).
4. Students must follow the directions of the supervising personnel.

Aquin will be a safe, nurturing environment if all members of the Aquin community follow the example of Jesus Christ. Students are expected to conduct themselves in a caring, respectful manner to each other and to their teachers. Failure to do so will result in disciplinary consequences.

#### **Threats of Violence to School.**

1. Investigation to ascertain facts.
2. Evidence will be filed and/or photographed.
3. Police will be notified if indicated.
4. Notification of students and parents when indicated.

#### **Student to Student Threats**

1. Investigation to ascertain facts.
2. Evidence will be filed and/or photographed.
3. Disciplinary consequences.
4. Police will be notified if indicated.
5. Notification of students and parents when indicated.

### **STUDENT SERVICES**

#### **Guidance and Counseling**

The Guidance Department of Aquin Catholic Junior Senior High School is designed to provide information to students that will enable them to make wise decisions essential to their spiritual, academic, social and emotional growth.

To achieve this goal, the entire educational staff of the school participates - chaplain, counselors, teachers, staff, and administration.

The Guidance Office assists students in the following areas:

1. Educational: contact director of instruction.
2. **Personal concerns:** contact teacher, guidance personnel and/or peer mentoring program.
3. **Registration and course selection:** Contact guidance personnel.
4. **Testing Program:**
  - a. ITBS-Grades 7
  - b. Practice ACT test-Grades 9, 10, 11
  - c. Explore Test, Grade 8, 9
  - c. PLAN (Preliminary America College Test) - Grade 10
  - d. PSAT (Preliminary Scholastic Aptitude - National Merit Scholarship Qualifying test)
  - e. ACT- (American College Test) Grade 11.

#### 5. College Counseling

- A. To make an appointment with the College consultant, Mr. Fred Klipp, call the Student Office or leave a message on his voice mail 232-3154 ext 236 or 221.
- B. **College visits** (follow procedures in attendance section); must obtain form from student office 2 days in advance.
- C. Representatives from colleges, vocational and technical schools visit the school and are available to meet with students.

#### 6. Scholarships

The school cooperates with approved scholarship programs sponsored by county, state, and national agencies. Many colleges, universities and private organizations also offer scholarships.

#### Student Records

The student's school records, both permanent and temporary, are kept at Aquin Jr./Sr. High School. These records are maintained in accordance with the Family Education Rights and Privacy Act of 1974. Parents/guardians have the right to control access to and release of student records. No student record may be released unless authorized by the parent/guardian. This special release is not necessary for the transfer of records to another school within the system or for sending transcripts to colleges.

#### 1. Permanent Records

- A. Basic identifying information: name of student and parents, address, birth date, gender
- B. Academic information: subjects taken, semester grades, attendance information, and grade point average.
- C. Test information: standardized, achievement, and aptitude tests, college entrance exams, and transcript requests.

#### 2. Temporary Records

- A. The Guidance Department keeps a copy of the above-mentioned test results plus any psychological reports if applicable for four years beyond graduation.
- B. Disciplinary records are kept by the Dean of Students
- C. Directory information

#### 3. Physical and Dental Examination Records

A physical and dental exam (with a record of up-to-date immunizations as mandated by Illinois law) must be provided upon entrance to ninth grade. Forms are available at the doctor's office.

For a **transfer student**, there must be a physical and dental examination on the health care record for **ninth grade**. Otherwise, a physical and dental examination must be secured upon entrance to Aquin. The general athletic physical given by the school does not suffice to meet the ninth grade requirement.

#### 4. Transcripts

Students may request a transcript by completing the form in the Guidance Office. Transcripts for alumni cost \$2.00.

Colleges require that official transcripts be mailed directly from the school (usually with the application).

Students should allow three to seven days for these to be mailed.

#### 5. Transfer of records

Student's records will be transferred to another school only after his/her parent has:

- A. Signed a written request.
- B. Signed and completed the official exit form.

### **GENERAL REGULATIONS**

#### Assemblies

Assemblies are designed to be entertaining as well as educational. Courtesy demands that the student body be attentive and respectful. Talking, whispering, booing, etc. are discourteous; yelling is appropriate only at pep rallies. Students may be assigned to a specific section. Inappropriate behavior will result in disciplinary consequences.

***Students are expected to stand and participate in a respectful manner during the playing of "The Star Spangled Banner" and the school song and/or recite the Pledge of Allegiance.***

#### Backpacks

Students must keep backpacks in their lockers; they may not take them to class, lunch, etc.

#### Cafeteria

1. The cafeteria is your school dining room. It is, therefore, expected that each student's conduct will be courteous, quiet, and cooperative.
2. Students may purchase lunch or bring a sack lunch.
3. Students are responsible for paying for lunches ordered in advance.
4. **Students may not have lunch delivered or brought in from commercial restaurants.**
5. Please return trays as soon as the food is delivered to the table.
6. Please return dirty dishes to the kitchen and deposit trash in the proper receptacle.
7. Please keep tables, chairs and floors clean.
8. Chairs are to be pushed in or stacked upon leaving.
9. **FOOD AND/OR DRINK MAY NOT BE TAKEN FROM THE CAFETERIA**
10. Students who are disruptive or who do not follow cafeteria regulations may lose their cafeteria privilege.
11. Students may not leave the cafeteria during lunchtime without the permission of a supervisor.
12. Students may use cell phones for texting only during lunch. After lunch, cell phones must be returned to lockers.
13. Restrooms should be used during lunch periods (with permission).

#### Classroom

Students are expected to be attentive and cooperative while following the specific regulations of each class. Student behavior may not interfere with the teaching and learning process. Teachers reserve the right to detain students during lunch, or after school with a 24-hour notice as a consequence for misbehavior. Students will be referred to the Dean of Students if conduct habitually remains at an unacceptable level.

#### Dances, High School

Aquin Senior High School dances are for Aquin students and their high school dates only. No one

may leave the building during a dance and then return. Dates of Aquin students must be of the opposite gender. Open dances are at the discretion of the principal. The administration will establish rules for open dances. Students bringing a student from another school must have the dance guest form filled out and returned to the student office two days prior to the dance. All dances must be scheduled with the approval of the administration at least two weeks in advance. Chaperones have the right and full discretion to refuse admission to any person and/or to ask a student to leave for reasons of conduct or dress. Parents will be notified. Students must follow the designated dress-code (see dress code rules). **Styles and/or manner of dancing must be acceptable to the school.** Dances other than Prom will end no later than 11:00 p.m.

#### **Dances, Junior High**

Seventh and eighth grade dances will be allowed at the discretion of the administration. The rules of conduct are the same as those for high school, but the dances will end by 10:00 p.m.

### **DRESS CODE 2010-2011**

Aquin Catholic Schools have a dress code that is in effect **from the time the student arrives until he/she leaves the building.**

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

The dress code was developed from information received from parents and teachers.

**Implementation of the dress code is the responsibility of the parents and students.** Obviously, due to the significant variations in styles, these guidelines do not cover all circumstances. If common sense is used by all, these guidelines will be adequate in setting the standard for dress at Aquin Catholic Schools.

**Infractions of the dress code will be handled according to the discipline code. *VIOLATIONS OF THE DRESS CODE MAY RESULT IN THE STUDENT NOT BEING PERMITTED TO ATTEND CLASS.***

**Adherence to the dress code reflects the student's level of self-discipline.**

### **REGULAR DRESS CODE DAYS**

**Slacks:** Khaki dress slacks with set-in pockets; must be worn at the waist.

**NOT ALLOWED ON PANTS/SHORTS/CAPRIS**

Jeans or jean style pants of any fabric	Double stitching	Corduroy	RIVETS	Hip-huggers
Pants with yokes on the back	Cargo Pants	Logos	Loops	Leggings
Attached pockets	Leg pockets	Spandex		Additional Zippers

**Shorts:** (August to October 15, April and May) khaki dress (walking) shorts or Capri pants may be worn (slack restrictions apply to shorts and capris.) Shorts must be knee length.

**Tops:** Solid navy blue long or short-sleeved polo shirts with a collar (no capped sleeves, lettering, designs, turtle necks, snaps, or zippers); a maximum of 2 or 3 buttons at the neck. Polo shirts must be a minimum of 3-4 inches below the natural waistline and remain tucked in all day.

- White T-shirt undershirts only (no colored T-shirts); may not have lettering or designs.
- Shirts must be buttoned and TUCKED IN AT ALL TIMES; no stomach may be shown.
- Dress shirts must be buttoned (at neck and wrist) at all times; sleeves may not be rolled.

- Solid navy blue pull over or cardigan sweaters may be worn over regulation polo shirts (no hoods). Girls may wear official maroon sweater on any school day.
- Navy blue, Aquin sweatshirts may be worn over regulation polo shirts (no hoods).
- Sweaters and sweatshirts MAY NOT be worn wrapped around the waist.

**Belts:** Plain brown or black belts w/standard size buckle must be worn at all times.

**Socks:** Socks or nylons must be worn at all times and be visible (covering ankle bone).

**Shoes:** Dress shoes, oxford loafers, dark hard-soled, solid colored shoes are allowed. Flip flops, clogs, high heels, sandals, or boots may not be worn at any time (safety Issue).

**Hair:** Gentlemen must be clean-shaven (well trimmed side burns may be no longer than ear lobe); hair length must be above shirt collar and should not cover any part of the ear.

**NOT ALLOWED:** Inappropriate hairstyles, color, stripes, or designs, body piercing (see earrings rules for exceptions); tattoos, jewelry that is distracting. No writing on the body.

**Earrings:** Only small/stud earrings; (females: 2 per ear; male 1).

#### **DRESS UP DAYS**

**SLACKS:**

**Dress slacks** (boys: dark or khaki; girls: black); all other rules apply.

**TOPS:**

**BOYS:** Dress shirt, any color, (collar buttoned and sleeves buttoned around the wrist at all times) and tie snug around the neck (a bow tie or string tie is not allowed). Sport coat or sweater is optional over dress shirt and tie.

**GIRLS:**

**October 15 through April 15:** “Official” school sweater worn over a dress blouse with collar.

**August -October 15, and April 15 to end of May:** Any color regulation polo shirt - see above description for tops. All rules for regular day tops apply.

**BELTS, SHOES, ETC APPLY FOR DRESS UP DAYS no flip flops, clogs or heels (safety issue).**

#### **HONORS DAY, BACCALAUREATE, GRADUATION**

Dress up day attire for seniors and 8<sup>th</sup> graders. (Boys: shirts, ties, and dress slacks and shoes: Clean-shaven. Girls: Modest dress or dress slacks/blouse and dress shoes (no flip flops); Graduation caps (12<sup>th</sup> grade) and gowns (12<sup>th</sup> and 8<sup>th</sup> grade) are worn.

#### **JEANS DAY**

Blue jeans (and plaid or khaki cargo shorts during season) are allowed on jeans days. They cannot be ragged, torn, ripped, or have holes. No wind pants, hooded sweatshirts, basketball shorts, or sweatpants. ONLY appropriate crew neck T-shirts or sweatshirts may be worn. May wear regular shoes or tennis shoes. No sandals, flip-flops, clogs or heels may be worn (safety issue).

**SWEATSHIRT DAYS** Any color Aquin sweatshirt may be worn (hoods are OK) and regular dress code pants.

**DRESS CODE PLUS:**

Regular dress code pants and a regulation polo shirt of any color (see above description for tops).

**TEAM DRESS DAYS**

The captain of each team must schedule these days in advance with the administration. The team dress must be approved by the administration. Team Dress is not allowed on a dress up day. Failure to comply may result in loss of privilege.

**EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETIC ACTIVITIES** Clothing must be modest; no tank tops, "beaters", short shorts or halter-tops.

**DANCE DRESS CODE**

Dresses must cover the bust, chest, abdomen, and thighs.

**PHYSICAL EDUCATION**

Students are to wear a solid-colored T-shirt or an Aquin T-shirt and athletic shorts.

**GENERAL PROVISIONS**

1. Clothing must be clean and in good repair.
2. No transparent, tight, or clinging clothing is allowed.
3. Hats or jackets may not be worn during the school day.
4. Personal cleanliness and good grooming are expected.
5. The wearing of jewelry is limited; it may not cause a distraction or be dangerous to students.

*\*The administration reserves the right to interpret and make adjustments to the dress code when necessary.*

**Electronic Devices**

During the school day students are prohibited from using or having on their persons: any electronic device such as **radios, TV's, pagers, beepers, cell phones, laser pointers, I-pods, cassette players, CD or DVD players, etc.** Items will be confiscated and disciplinary consequences will result with a fine issued.

**Cell Phones**

**STUDENTS MAY NOT CARRY CELL PHONES ON THEIR PERSON NOR USE THEM DURING THE SCHOOL DAY (INCLUDES TEXT MESSAGING).**

Exception: students may retrieve cell phones from lockers before lunch, use them during lunch (texting only), but then must return them to lockers after lunch. Violation of the above will result in disciplinary action including fines and potential loss of privilege. Please keep cell phones in lockers or cars with ringers turned OFF.

**Consequences for cell phone use/possession during the school day (lunch time exception):**

- 1<sup>st</sup> violation 24 hour confiscation \$5 fine Parent must retrieve phone
- 2<sup>nd</sup> violation 3 day confiscation \$10 fine Parent must retrieve phone
- 3<sup>rd</sup> violation 7 day confiscation \$25 fine Parent must retrieve phone
- 4<sup>th</sup> violation and + consequences increase proportionately

**Cell phone cameras and/or recording devices** may not be used at school without adult

permission. Violation of this rule will result in disciplinary consequences.

#### **Computers**

Students must adhere to the policies, rules, and expectations of the Computer User Agreement. Failure to comply will result in loss of computer use/access at school.

#### **Calculators**

Only students who are registered in a course where the teacher specifically requires the use of calculators may have them. Absolutely, **no games are allowed on the calculator.**

#### **Internet**

Students may not inappropriately use the Aquin name or connect it with inappropriate pictures or information. Students are cautioned to use personal information with discretion. Information posted is considered to be in the public domain.

**Students must be aware that photos, comments, threats, and/or discussion that they post on the Internet, blogs, cell phones, etc. may easily become public. If any of the above have a negative impact on the school or produce a negative effect on students and/or other school personnel, the result will be disciplinary consequences for those responsible.**

#### **Entrance**

All students, parents and visitors must use the Galena Street entrance after 7:35a.m. **Visitors** are required to sign the register book in the Student Office and obtain a guest badge.

During the school day, if a parent must speak with his/her child, the child will come to the student office for the meeting.

To help all adapt to an important component of our security plan, **PLEASE DO NOT ASK ANYONE TO ADMIT YOU THROUGH AN ENTRANCE OTHER THAN THE GALENA AVENUE DOOR.**

#### **Junior High Entrance**

Junior high students enter and exit the building **only** through the Galena Avenue doors. Students may NOT be present in the high school wing with out permission from an adult.

#### **Field Trips**

The following rules apply for trips:

1. Parent release forms will be required for class and field trips. **Signed forms** must be on file in the Student Office by the designated deadline. Parents may sign a general permission form.
2. If you take the bus, you must return on the bus.

#### **Food**

Students may not take food or drink from the cafeteria, or keep food in their lockers (except a lunch brought from home).

Eating or drinking outside the cafeteria at **anytime** of the day is not allowed unless permission has been obtained from the administration (exception: nutritious snack during the **official snack time**).

**Students are not to bring food into school from a commercial restaurant.**

Other than during official snack time, students may not bring food to the classroom without the permission of the administration.

#### **Funds, Collection**

The collection of absolutely all funds, dues and fund-raising projects by any faculty member or any

student or student group must have prior approval of the administration and must follow the school's established procedure. Students turning in money to the bookkeeper and/or office must use an envelope labeled with their name, amount, and purpose.

#### Gum

Students may not be observed chewing gum at school. Chewing gum during Mass, other liturgical celebrations, or assemblies will result in the student's loss of gum privilege.

#### Hall Conduct

Littering, running, pushing, and loud talking in the halls are not allowed. Students are expected to be quiet and courteous during passing time.

#### Hall Passes

Students are not permitted in the halls during classes unless they have an approved pass signed in their planners. Passes should be obtained only for emergencies and to keep appointments with school officials.

#### Hall Posters

Any posters, advertisements or other displays in the hallways and cafeteria must have stamped approval of the principal. All posted material should have tape or other fixatives attached to the back of the poster, not on the sides. Athletic tape, duct tape, etc. are not to be used for attaching display material. The person obtaining permission for hanging posters is responsible for taking them down immediately after the event.

#### Hats

For reasons of respect and self-respect, students do not wear hats inside during the school day.

#### Jr. High Students

Junior's high students will spend the majority of the day in the Galena Avenue building. They may not be present in the high school wing at any time without permission.

#### Library

This is an area for independent study and research. **SILENCE** is required at all times. Anyone who finds it urgent to deliver a message must check with the librarian first. Persons violating these regulations will be asked to leave. Students are expected to follow the rules established by the library staff. Permission must be secured for computer use during study hall; it is a privilege, not a right.

#### Lockers

Students are assigned two lockers, a hall locker and a gym locker. The ownership of the locker is maintained by Aquin Jr./Sr. High School and the student is granted the use of the lockers according to the following regulations:

- The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his/her possession. **All beverages, cans, and bottles, nail polish, etc. should not be in lockers.**
- The assignment of a locker to a student and the use of it by the student is made subject to the right of the school administration to have access to the locker at any time.
- The school is not responsible for lost or stolen property.
- A student will have disciplinary consequences if a non-school lock is found on the locker.
- It is the student's responsibility to keep the locker closed and locked.
- The student is financially responsible for the replacement cost or repair if damage is done to his/her assigned locker.

- Keep lockers in good order at all times. Students are not to affix items to the inside of the locker with any type of permanent adhesive. All locker decorations are to respect the academic and Christian nature of the school.
- Do not share your locker combination with anyone.
- Medication of any type may not be kept in your locker.

### Neighborhood

Please be aware that we are part of a neighborhood community. It is important to treat the neighbors with respect - no trespassing, reckless driving, loud music, smoking, etc.

### Parking Lot

The Aquin parking lots are for use only by students, staff, and visitors having official business at the school.

Students may park in the area that runs adjacent and parallel to Empire Street as well as the area directly west of the Band Room and north of rooms B and C. When parking, room should be left to allow for a circle drive around this section. No parking is allowed directly in front of the gym doors.

Use of the Aquin parking lot is a privilege: cars may be subject to searches by school personnel. Students are required to purchase (in Student Office) and display an **official parking sticker** when using the lot.

### Inappropriate driving will result in loss of driving privilege.

Students may not go to the parking lot during the school day. Loitering, sitting in cars, etc. is not permitted either before or after school.

### All Aquin rules apply to the parking lot.

### Planners

Students are to have their school planners in their possession **all day, every day**. **Planner pages are not to be removed at anytime**. Planners may not have graffiti written on the cover and/or pages.

### Restrooms

Restrooms for men and women are located in both sections of the school. Students should use the restrooms before and after school, and during lunch (with permission). Please care for the restrooms as you would the bathrooms in your own home.

### Study Hall

A study hall is a place of **quiet study**. Silence is required at all times. The student is responsible for bringing work to do. No food or beverages are allowed in study hall.

### Telephone

**Students may only use a telephone before school, and after school.** If a student requests to use a phone at any other time, an administrator will determine whether permission will be given and, if so, issue the required phone pass. **Office phones are reserved for school business only.** **Phone calls should be for emergency reasons only and need administration permission.**

Telephones in the classrooms are for faculty use only.

### Cell phones/Camera's

Cell phones (with ringers in off position) and cameras must be kept in lockers during the school day except during lunch when they may be used for texting only. Unauthorized use of cameras is forbidden (see section on electronic devices).

### Telephone Messages

Only emergency messages from parents or guardians will be relayed to the student. Students

will not be called to the office to answer telephone calls personally. Non-emergency messages will be given to the student at the end of the day.

### **Textbooks**

Students pay a rental fee for textbook usage during the school year. Therefore, students are required to use their textbooks with great care and respect. Book covers are required. Absolutely no papers are to be placed in the books at any time. Fines will be assessed for damaged books.

### **Visitors**

Visitors, especially parents are always welcome. **However, visitors must obtain permission in advance from the principal's office for the day of the visit.** Each visitor must sign in, and have a pass from the Student Office to present to the classroom teacher at the beginning of each period. Aquin employees shall request any person entering the school building to identify him/herself and the purpose of the entry.

Students are not to meet visitors in the parking lot, or at the entry doors, during school hours.

## **STUDENT BEHAVIOR**

**It is the school's expectation that all *students* WILL OBEY ALL RULES AND THAT *parents* WILL SUPPORT THE RULES AND CONSEQUENCES RESULTING FROM violating the rules.**

- The disciplinary code at Aquin is meant to instill within the student a sense of responsibility, integrity, and morally correct conduct.
- Good behavior, which reflects the school's philosophy, is expected from all members of the Aquin community.
- Students may be penalized for public behavior deemed unacceptable. Included in this regulation is **is off-campus behavior and information posted on the Internet or any other electronic media that becomes part of the public domain**, which reflects poorly on Aquin.
- Disciplinary consequences may take the form of exclusion from Aquin co-curricular activities, teams, dances, programs, etc. Assigned service may be a part of the disciplinary consequences.

### **Cheating**

Aquin students are expected to display academic honesty and integrity at all times and should refuse to tolerate academic dishonesty on the part of others. Students should be aware that the following behaviors are perceived as dishonest:

1. Knowingly allowing, giving or receiving unauthorized assistance on a test or work.
2. Copying another student's homework or allowing yours to be copied.
3. Falsifying data.
4. Submitting work that has been copied from an outside source and using it as your own.
5. Using test data from another student.

Consequences for academic dishonesty will include a loss of credit for the assignment or test and a discipline referral to the administration for suspension.

### **Fighting**

Students who fight on the school campus or at a school-sponsored activity will be assigned disciplinary consequences, which may include suspension, and parents will be notified by the administration. Serious situations may result in a referral to the Committee of Discipline for possible expulsion.

### **Forgery**

Forgery includes: changing the time/date on a pass, forging the name of school personnel or parents (guardians), signing another student's name, or altering a pass in any way. Students will be referred to the administration.

**Gambling**

Students may not have playing cards at school. Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling are not permitted. Students will be referred to the administration.

**Harassment**

Aquin strives to provide an environment of mutual personal respect. Therefore, all students and school personnel have a right to be treated with respect and dignity.

Any type of harassment (verbal, physical, emotional, visual, sexual, teasing, or bullying whether in person, written, and/or through electronic means) is directly contrary to the mission of Aquin Catholic Schools and will result in serious disciplinary consequences.

**Students are expected to have zero tolerance for harassment and to report it immediately whether they are targets or witnesses.**

One's body is the sacred temple of our Lord Jesus Christ. All students have the right not to be touched in a manner that is inappropriate or violates the sacred dignity of one's body. A student whose body has not been treated with dignity is encouraged to report that matter. If a student has been touched inappropriately by a classmate, the student should report the matter to his or her teacher or coach, or to the school administrator. If a student has been touched inappropriately by an authority figure, the student should report the matter to the school administrator or to any other authority figure with whom the student feels comfortable.

Students who honestly report inappropriate touching will not be subject to retaliation or punishment.

**Language, Inappropriate**

Good manners and common courtesy are the expected norm at school and school-sponsored activities. Vulgar, inappropriate, or abusive language or gestures will be subject to disciplinary action.

**Respect**

All members of the school community are expected to treat each other with respect. Disrespect to any staff or faculty member is considered a serious breach of discipline.

***Insubordination*** is the refusal to obey directions or instructions of school personnel, or refusal to obey established and well-defined school rules and regulations. Failure to comply will lead to disciplinary action.

**Stealing**

Unauthorized possession of others' property is strictly forbidden. Referral to the administration includes suspension and possible Committee of Discipline meeting for expulsion.

**Substance Use and Abuse****Alcohol, Tobacco, and Drugs**

Any student appearing on school property or at a school-sponsored event (at Aquin or at another site) who possesses, sells, provides for others, or shows evidence of having consumed/used alcohol, drugs, or tobacco (including chew or fake chew) will be:

1. Required to attend a conference with the administration and the parents.
2. Suspended from Aquin for up to 5 days. This is an unexcused absence and the student will receive an "F" for each class missed.
3. Required to enroll in and complete an Aquin-approved alcohol/drug abuse program to be paid for by the family.

4. Refused participation and/or attendance in all extracurricular activities for a minimum of one calendar month.
5. Dismissed from any student government or any other leadership position for the remainder of the school year (or equivalent period of time).
6. Any violation may result in a hearing before the Committee of Discipline concerning possible expulsion.

#### **Medications**

Prescription and /or over-the-counter drugs may NOT be carried and consumed even by a person for whom a prescription has been issued. *All medicines must be kept in the student office and dispensed from there.* Any student appearing on school campus who sells, gives or otherwise makes available prescription drugs to someone for whom a specific prescription was not made will be subject to the same consequences as outlined above.

#### **Random Drug Testing**

Students who wish to participate and/or attend extracurricular activities will be placed in a pool for the purpose of random drug testing. Please consult the Random Drug Testing Handbook.

**Aquin Catholic High School reserves the right to search the locker, coat, car, and personal belongings of a student at school or at a school-sponsored event. *Students who refuse to cooperate with the search may be expelled.***

#### **Vandalism**

It is the responsibility of all individuals to help maintain the good appearance of the building and grounds.

#### **Violence**

It is a violation of the school's policies for a student to engage in any acts of violence whether physical, verbal, emotional, or sexual. Violations of this policy may result, at the school's discretion, in disciplinary action up to and including expulsion.

#### **Weapons, possession of**

It is a violation of the school's policies for a student to possess a weapon (real and look-a-like) on school premises or in connection with 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 or other object which, in the school's discretion, may reasonably be considered to constitute a weapon.

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

**The Teachers, Dean of Students, Dean Team, and Committee of Discipline administer the school's discipline program.**

#### **\*Classroom**

All students are expected to give all faculty and staff members the respect due to an adult. Rules and routines will be posted in all classrooms.

The teacher is responsible for classroom management and for administering consequences for misconduct in the classroom. Disciplinary action may include the following:

- Staying after school or at lunch.
- Phone call to parents
- Detention referrals
- Behavior Contract.
- Ejection from class as a last resort.

**Substitute Teachers**

Students are expected to demonstrate extra respect and cooperation toward all substitute teachers. Failure to do so will result in **double discipline consequences**.

**Ejection from Class**

Any student sent from a class for disciplinary reasons is to **report immediately to the Student Office**. Failure to do this will result in further disciplinary action. If a student is repeatedly ejected from a class, the student may be permanently removed from that class and receive a failing grade for the class.

**Detentions**

There are two forms of detentions:

**Teacher Detentions** - Assigned by classroom teachers following unacceptable behavior.

**School Detentions** - Assigned by a teacher/administrator for a violation of a school regulation.

- Parents will be notified on Teacher Ease when a student receives a detention.
- A 24-hour notice will be given to students when detentions are assigned (exception: lunch detentions).
- **When a student receives a detention he/she is obligated to be in attendance for the detention on the day assigned.**
- There are three types of detentions:
  1. **School day detentions** are thirty to sixty minutes in length and are served after school at the discretion of the administrator or teacher; may involve cleaning/maintenance tasks.
  2. **Lunch detentions** are served during lunchtime.
  3. **Saturday detention** time is at the discretion of the administrator.
- Any student who fails to serve a detention will be required to serve two detentions and/or suspension.
- The accumulation of detentions may necessitate a referral to the Committee of Discipline.

**Behavior Contract**

Behavior contracts may be used for serious or chronic violations of school rules. The contract, signed by the student and his/her parent(s), explains details of the violations and consequences for repeated violations.

**Suspension**

There are two kinds of suspensions:

1. **In-school Suspension**
    - a. Served at school for one to three days.
    - b. School work will be completed for partial credit (to be determined by administration).
  2. **Out-of-school Suspension**
    - a. Served at home for up to five days.
    - b. Homework must be completed but will result in a grade of 69%.
- On days students serve suspensions, they are **not permitted** to attend classes, be in the building or on the campus (out-of-school), or **participate in or attend** any school-sponsored functions on the day(s) of the suspension.

**Probation**

Probation shall be understood as giving the student a second chance. If disciplinary problems occur during this time, automatic suspension will occur. Probation may include academic, disciplinary, social and/or extra-curricular probation.

**Expulsion**

All cases involving possible expulsion or dismissal are referred to the Committee of Discipline. Decisions of the Committee of Discipline are based on an evaluation of the involvement of the individual in the action under question.

The following are grounds for immediate suspension and presentation to the Committee of Discipline for expulsion:

- A. Possession of any instrument or weapon, which may inflict bodily harm. This includes, but is not limited to, look alike weapons.
- B. Use, possession or sale of alcohol, tobacco, drugs, or drug paraphernalia.
- C. Tampering with fire extinguishers /Setting false alarms.
- D. Vandalism to school property.
- E. Any action or pattern of behavior that is judged as a seriously negative influence on the community of Aquin.
- F. Any behavior that shows the student is unable or does not want to conduct him/herself in a manner expected of Aquin Catholic Junior Senior High School students.

Any student expelled or dismissed from Aquin may not attend extracurricular events or be on the property of the school for any reason.

**Committee of Discipline**

The purpose of the Committee of Discipline is to review a student's behavior and assess the effectiveness of actions taken to that point. The Committee will review the procedural process, and insure fairness has been afforded the student. The committee may make recommendations for further disciplinary action. Members of the Committee of Discipline are the dean team and priest(s).

**EXTRACURRICULAR ACTIVITIES****ATHLETICS****Aquin Central Catholic Athletic Rules**

An athlete is defined as any student who is planning on, has, or is participating in any interscholastic sport offered by Aquin. This definition includes cheerleaders, team managers, and the members of the dance team. It is a privilege to represent Aquin by participating in any of these activities. Therefore, violation of these rules will be handled by the Athletic Director and/or coach(es). It is the responsibility of a coach to enforce these rules strictly and for athletes to abide by these rules.

**Required Information Needed Before Season starts:**

Prior to the start of practice a student must:

- **Be officially registered as an Aquin student (required fees paid and financial clearance obtained from the business office that tuition payments are up-to-date.)** Upon submission of the completed forms to the Athletic Director, the student/athlete will receive clearance to begin the season. An athlete **WILL NOT** be allowed to start practice without clearance from the Athletic Director.
- **Complete the following:**

**Physical Exam**

Prior to the beginning of the sports season, a student **MUST** have on file a physical examination signed by a licensed physician. It is valid for one calendar year from the date of the physical. It is

recommended that physicals be taken after June 1<sup>st</sup>, or close to that date.

**Medical Consent Form**

Prior to beginning of sports season and school year all students **MUST** have on file a completed emergency form.

**Athletic Agreement Form**

Prior to the beginning of a sports season, a student **MUST** have this form filled out, signed and turned into the Athletic Director's Office. On this form is a statement indicating that the student/athlete and his/her parent/guardian have read the handbook and agree to abide by its policies.

**Attend Athletic Meeting for Parents and Students**

**Insurance, Health, and Injuries**

Each athlete is to have health insurance before participating in any practices or games. In the case of an accident or injury, no matter how minor, the student has the responsibility to report the accident or injury to the teacher or coach in charge. If an individual has any special medical problem, the parent must inform the Athletic Director in writing. This is essential to safeguard your son's/daughter's health. This information, in turn, will be given to the athletic trainer. Any injury occurring during practice or a contest is to be reported to the coach and athletic trainer immediately.

**Commitment to the Athletic Program**

As a member of an Aquin Catholic Jr/Sr High School athletic team, all athletes are to understand and abide by the expected level of commitment for such membership. Aquin athletes are expected to attend and participate at all practice sessions and contests, support fellow teammates and respect coaches.

In any given athletic season the spiritual director and coaches have scheduled a number of prayer services and Masses, which all participating athletes **MUST** attend.

Attendance at practices and contests is important for the continuity and development of any team. However, an athlete, who will be absent for vacation or trip with parent(s), must present notification of that intent to his/her coach. Such a parent-written notice **MUST** be presented a minimum of one week in advance of the planned vacation or trip stating the days he/she will be missing a practice/contest. The student may lose team status and be responsible for personal improvement as assigned by the coach.

The choice to compete in the Aquin Athletic Program must take precedence over any outside athletic activities. Each practice or game missed, as a result of attending outside athletic activities, will result in unexcused absence.

**Attendance at Practice Sessions**

An athlete must attend each scheduled practice session. The only exceptions are for an athlete serving a school or teacher assigned detention. **DETENTIONS MUST BE SERVED AS SCHEDULED.** Having a detention is not an excuse to miss a practice or a game. Similarly, having a practice or a game is not an excuse to miss a detention. Coaches have the option of penalizing an athlete for missing a practice or a game due the athlete serving a detention.

**Excused all-day absences** (If the athlete is in school and goes home prior to practice, the athlete should contact his/her coach or the athletic director prior to leaving school.)

**Pre-arranged events** approved by the coach. Whenever possible, athletes are asked to seek approval from their coaches 24 hours in advance.

**Attendance at School**

**Athletes must be in attendance the entire school day (by 8:00 a.m.) in order to participate or attend a contest or practice on that day.**

If an athlete is absent from school because of illness or leaves school because of illness the athlete will not be able to participate or attend a practice/contest. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the

administration. During a school suspension, the athlete will not be allowed to participate or attend any contest/practice, or attend any other school events on that day.

**Attendance at a School Scheduled Contest**

Athletes are to attend all scheduled contests for their teams. If an athlete must miss a contest due to an emergency, the athlete shall contact his/her coach prior to the event for approval.

**Attendance at Games**

Players who are in a program are expected to be at other games in the program when games are being played at home on the same day or night, i.e. varsity at sophomore, lower levels at varsity. It is good for team unity to sit together in an area designated by the coach of that sport.

**Travel to and from Games**

Student athletes MUST travel with the team to and from each contest on the school-provided transportation. Parents who find it necessary to transport their son/daughter home from the contest MUST notify the coach in person. In the event that parents request their child to go home with another student's parent(s), a permission slip MUST be signed by the student's parent and turned into the coach.

**Disciplinary Eligibility**

All students are expected to adhere to all school regulations and policies. Failure to do so may result in the athlete losing his/her privilege to participate in the school's athletic program.

**Alcohol, Tobacco, and Other Drugs or Illegal Activity**

Athletes are prohibited from using or being under the influence of alcohol or drugs. Included within the prohibitions set forth in this policy are the following:

1. Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia, tobacco, or alcohol.
2. Storing any drugs, drug paraphernalia or alcohol on the person or in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity.
4. Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.
5. Any illegal actions.

The school reserves the right to require a student to undergo testing for use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol or drug use is based on evidence that raises a suspicion of a school official or the individual's parent or guardian. A student's failure to cooperate in testing required by this policy or other violations of this policy may result in disciplinary action up to and including expulsion from school.

Students are expected to notify their coach and A.D. of any rule infractions.

**Student athletes are held accountable for these policies 24/7, 12 months out of the year from the beginning to the end of their enrollment at Aquin.**

**Administration of this policy is as follows:**

**1<sup>st</sup> Offense:**

- No game participation for **30% of the season** from the date of the violation or from the time when the athletic director makes a final determination that a violation has occurred, beginning with the student's next scheduled contest.
- Athletes are held to the rules governing use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia, tobacco, or alcohol at school and/or school-sponsored activities. Therefore, suspension may exceed 30% of the season.

- Must attend practices and perform tasks at coach's discretion, beginning with the student's next scheduled contest. Students are expected to notify their coach/AD of any infractions.

**2<sup>nd</sup> Offense:**

- Expulsion from current sport (if applicable). Cannot participate in succeeding sports for 50% of the season (beginning with the first contest).
- May practice for future participation.

**3<sup>rd</sup> Offense:**

- \* Expulsion from all sports for ONE calendar year.

**Violation of City or State Rules:**

**Felony:** immediate expulsion from sports for ONE calendar year.

**Misdemeanor:** (except that which relates to Aquin's drug/alcohol policy) suspension for ONE game. Consequences for traffic violations will be determined by administration.

**Behavior of Athletes Going to, During, and Coming from Athletic Contests:**

It is important that Aquin Athletes conduct themselves in a manner appropriate with the Gospel, the philosophy and mission of Aquin Catholic High School, and civil propriety. Consequently, behavior such as swearing, uncontrolled anger, riding and ridiculing the officials, negatively inciting the fans, and taunting the other team will incur the following penalties:

1<sup>st</sup> Offense: Written apology and one game suspension.

2<sup>nd</sup> Offense: ONE week suspension

3<sup>rd</sup> Offense: Expulsion from the team

**Equipment/Uniform**

Only official members of an athletic team may wear the team uniform. The school attempts to provide the best and safest equipment possible. Each athlete is expected to take care of the equipment, and the laundering of uniforms. If the equipment needs repair any time during the season, the athlete should notify the coach as soon as possible.

The athlete must accept full responsibility for equipment or uniforms issued by the school. If lost or damaged, he/she must pay the athletic director for replacements or repair. The original equipment and uniform issued must be cleaned and returned by the athlete within one week after the close of the season.

The penalty for not returning or paying for lost equipment or uniforms will be charged to the student athlete's tuition account.

Within four days after the end of the season, athletes must turn in all equipment, uniforms, etc.

Athletes not meeting the above requirement will be subject to disciplinary consequences including not receiving clearance to begin practicing for another sport.

**Facilities**

Coaches' offices are for coaches. No student athlete should be in a coach's area unattended and uninvited.

Weight room facilities are to have an adult supervisor at all times. No student may use this facility without an adult present. Students may not be in the building without an adult supervisor.

**Penalty for being in a restricted area, uninvited, or unsupervised, will result in disciplinary action.**

**Personal Conduct and Standards and Sportsmanship:**

Students attending extra-curricular events are to maintain all standards of behavior identified in the student handbook. School pride, loyalty, sportsmanship and respect toward the opponent's school should always be emphasized.

The following rules are in effect:

- Students should stand and demonstrate **respect during the playing and/or singing of the National Anthem and the School Song.**
- Derogatory cheering directed toward opponents and/or officials is not allowed.
- **No artificial noisemakers** are to be used at any indoor event.
- **Banners, placards, signs** and similar items are permitted, provided:
  - Permission to display them is obtained in advance.
  - They are in good taste and reflect good sportsmanship in their message and use.
- Use good judgment, be responsible and show respect for persons and show respect for persons and property. An athlete will share responsibility for the actions of any group or individuals with which he/she associates.
- Be respectful to all adults and be cooperative in following the instructions of coaches.
- Maintain a good reputation as a representative of the school.

The athletic director will suspend from further competition any team members not living up to the highest standards of personal conduct and sportsmanship.

For Further Rules and Regulations as set by Aquin Catholic Jr/Sr High School and the IHSA (Illinois High School Association) please refer to the *Athletic Handbook*.

#### *Class and Club Activities*

No student activity shall be held on Sunday, or begin before 6 a.m. or extend past 10:00 p.m., Monday through Saturday, without prior administrative approval.

Each class or club will be assigned a faculty sponsor. All activities should be scheduled through the faculty sponsor with the permission of the principal and the activity director at least two weeks in advance.

The adult activity advisor must approve announcements for all activities. The announcements must be received in the Student Office by noon the day before they are to be made public.

#### *Extracurricular Activities, participation*

All students engaged in school clubs and club-sponsored activities shall be doing passing work in their academic classes using the same criteria as athletic eligibility. The same eligibility period (7 days) shall apply.

#### *Interact*

Aquin's service club, Interact, is open to all high school students. It is sponsored by Freeport Noon Rotary Club and devotes itself to providing service to the school and the community.

#### *National Honor Society*

Academic eligibility for membership is a student's cumulative GPA (set by the membership at 3.5). Qualities required for membership are character, leadership, scholarship, and service.

Membership in the National Honor Society is an honor conferred by the faculty of Aquin. It is not a right earned.

1. Membership is open to sophomores, juniors, and seniors in high school.
2. All faculty members are given an opportunity to evaluate eligible students for membership based on the **student's observed, demonstrated behavior at Aquin.**
3. The Faculty Council, consisting of five faculty members, nominates candidates for memberships.
4. The Council's decision is determined by a majority vote taken by secret ballot after joint discussion of each candidate.
5. Candidates for membership may accept or reject their nomination.
6. Candidates will be inducted into National Honor Society at a ceremony.
7. Members are expected to perform a minimum of **two personal hours of service/volunteer work per month**; joint service projects will be determined by the membership.

8. Members are expected to maintain high standards of character, leadership, scholarship, and service during their years of membership.

### School Spirit

School spirit may be divided into three categories:

1. **COURTESY** toward teachers, fellow students and the officials of school athletic events.
2. **PRIDE** in everything our school endeavors to accomplish.
3. **SPORTSMANSHIP**, which is the ability to win and lose gracefully.

### GUIDELINE FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

#### A. **Acceptable Use.**

All users of the District Technology system ("System") must comply with the District Acceptable Use Guidelines, as amended from time to time.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District. Student have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

#### B. **Privileges.**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges. The system, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

#### C. **Prohibited Use.**

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section 1 of these Guidelines and the District's Student Discipline Code and rules. The System shall **NOT** be used to:

1. Engage in activities, which are not related to District educational purposes or which are contrary to the instruction form supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. ["Indecent materials" are those materials, which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.]
4. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
5. Transfer any software to or from the System without authorization from the System Administrator.
6. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.

7. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
  8. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after schools hours.
  9. Disrupt or interfere with the System.
  10. Gain unauthorized access to or vandalize the data or files of another user.
  11. Gain unauthorized access to or vandalized the System or the technology system of any other individual or organization.
  12. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
  13. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
  14. Download, copy, print or otherwise store or possess any data, which violates federal or state copyright laws or these Guidelines.
  15. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
  16. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
  17. Conceal or misrepresent the user's identity while using the System.
  18. Post material on the District's web site without the authorization of the appropriate District administrator.
- D. Discipline for off-side use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.**
- E. Web sites.**  
 Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission. Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, or any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines.
- F. Disclaimer.**  
 The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.
- G. Security and User Reporting Duties.**  
 Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.
- H. Vandalism.**  
 Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section I. of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.
- I. Consequences for Violations.**  
 A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2)

other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.