

AQUIN



STUDENT  
HANDBOOK

2024-2025  
[WWW.AQUINSCHOOLS.ORG](http://WWW.AQUINSCHOOLS.ORG)

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**Aquin Catholic Academy**

**2024-2025**

**STUDENT HANDBOOK**



1419 South Galena Avenue . Freeport, IL 61032  
Phone Number 815.235.3154 . Fax Number 815.235.3185

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

student management  
<https://aq-il.client.renweb.com/pwr/>

facebook  
<https://www.facebook.com/aquinschools1923>

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## PRINCIPAL'S MESSAGE

*Welcome to the 2024-2025 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.*

Elizabeth Heitkamp, Principal

## AQUIN CATHOLIC ACADEMY

1419 S. Galena Avenue  
Freeport, Illinois 61032  
Tel. 815-235-3154  
Fax 815-235-3185

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

### Staff Email:

first name.last name@aquinschools.org

### Office Hours:

M-F: 7:30 AM - 3:30 PM

### Program Hours:

Morning Care: 6:45 AM - 7:35 AM

School Hours: 7:45 AM - 3:00 PM

After School Care: 3:00 PM - 5:15 PM

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## **ADMINISTRATION**

### **Executive Pastor**

*Fr. Matthew McMorrow, St. Joseph & St. Mary Parishes, Freeport . 815-232-8271*

### **Principal**

*Elizabeth Heitkamp . 815-235-3154 x 224*

## **BUILDING AND GROUNDS MANAGER**

*Mike Shippy . 815-235-3154 x 231*

## **BOOKKEEPING**

*John Wells . 815-235-3154 x 223*

## **OFFICE SECRETARY**

*Karrie Gaulrapp . 815-235-3154 x 224*

## **DEVELOPMENT/ALUMNI/COMMUNICATIONS**

*Peyton Glawe . 815-235-3154 x 221*

*Joanne Chang . 815-235-3154 x 221*

## **TECHNOLOGY COORDINATOR**

*Carl Scace . 815-235-3154*

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## PHILOSOPHY

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

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

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

### MISSION STATEMENT

Aquin Catholic Academy 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.
- D. To encourage participation in service clubs and extracurricular activities.

## OBJECTIVES

- 1) To establish and maintain an environment that clearly promotes and maintains Catholic morals and theology
  - a) To give witness to Christ by our lives as well as our teaching
  - b) To provide faith experiences; e.g. Masses, prayer services, sacrament preparation, daily

religion classes

- c) To establish a discipline policy that is consistent with Catholic morals and theology and reflects the mission of Aquin Catholic Academy
- 2) To provide a curriculum that focuses on basic skills and, in addition, challenges each student to achieve within the bounds of that curriculum
  - a) To encourage professional growth of the faculty through workshops, in-services, and observation
  - b) To promote a solid core of required classes, which will equip the student for further education in the future
  - c) To encourage the development of critical thinking skills and self-direction in each student
- 3) To provide a broad set of opportunities that allows each student to fully develop his/her social skills which instill a sense of self-worth and community
  - a) To recognize the school's influence upon each student's physical, moral, social, emotional, and aesthetic development
  - b) To encourage student participation through school and community extra-curricular activities
  - c) To motivate positively with both written and verbal reinforcement always recognizing the good in each person

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## CORE VALUES

*During the fall of 2010 a committee (students guided by several teachers and parents) was formed to identify and articulate Aquin's core values as a response to the negativity, meanness, and bullying that are so prevalent in our culture today.*

The following is a list of Aquin's core values -  
the result of the students' discussions and decisions regarding  
the standard of expectation and measurement  
for all who belong to the Aquin community.

### AQUIN'S CORE VALUES

TRUSTWORTHINESS	RESPONSIBILITY	INSPIRATIONAL	POSITIVE ATTITUDE	NOBILITY
Able to keep secrets/ confidentiality No back-stabbing	Reliable --Completes tasks Good person --Willing to listen Leadership --Punctual/on time --Mature/age appropriate behavior	Faith-filled life --Friendly/kind --Role Model --Welcoming	Optimistic --Happy/cheerful --Willing/ enthusiastic --Forgiveness (self and others)	Honorable Loyal --Brave/ courageous --Strive for the best --Stick up for others

#### **Implementing Aquin's Core Values**

- Before you speak, consider whether your words are *Kind . . . True . . . Necessary.*

Aquin Catholic Academy is accredited by Cognia and recognized by

## GOVERNANCE

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

The Education Committee is still being formed. Meetings of the Education Committee are open to the members of the Aquin Catholic Academy and the members of the Catholic churches of Freeport, Lena, and Shannon. There is a designated time at the council meetings called Open Forum in which members of the school system and churches may present any concerns for the council's consideration. All concerns will be sent to an appropriate committee to be reviewed.

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## 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, religion, disability, or immigration status with regard to the admission of students. Equal education opportunity is available to each child at Aquin Catholic Academy.

### **Residence**

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

### **Enrollment of New Students #5110 & #5132**

All new students will be enrolled with the understanding that they and their parents or guardians accept the Aquin Catholic Academy'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 accordance with school policies and procedures.

### **Student Placement**

- A student seeking admission to **Preschool/PreK**: Three year old Preschool students must be 3 years old by September 1 or may enter prior to their third birthday with staff consultation; Four year old preschool students must be 4 years old by September 1 or may enter prior to their fourth birthday with staff consultation;
- A student seeking admission to **Kindergarten** must be 5 years old by September 1; and **First grade** students must be 6 years old by September 1 or have successfully completed kindergarten. Students at any other grade level must have successfully completed the prior grade level to obtain admittance.
- Students transferring into the Aquin Catholic Academy must meet these requirements:
  - For entry into 7th and 8th grades the student must have passed courses in math, science, social studies, and English the previous year or have made up the credits in summer school from an accredited institution.

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

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

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

- 1) Students entering pre-school for the first time, kindergarten, and sixth grades must submit on the first day of school proof of physical examination and immunizations.
- 2) Students entering kindergarten, second, and sixth grades must submit proof of a dental health examination.
- 3) Eye exams are now required for all children entering kindergarten or first grade for the first time, or for children who are transferring into an Illinois school for the first time. This law requires a comprehensive eye examination prior to starting school. An optometrist or ophthalmologist must do the examination. The exam may be done within one year prior to beginning school.

### **PARTICIPATING MEMBERS OF A PARISH**

In the preschool program there is not an extra charge to families who are not participating members of one of the five Catholic parishes that support the Aquin Catholic Schools. However, once a child begins kindergarten in our school system, an extra financial responsibility is required of families who are not participating members of one of these five parishes. Our school system will charge a family that is not a participating member of one of the five parishes supporting the Aquin Catholic Schools an extra \$500.00.

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

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

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

### **PRIORITY POLICY**

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

- 1) First priority shall be given to children of families who have children currently enrolled in the Aquin Catholic Schools.
- 2) Second priority shall be given to children of families who are registered and contributing members of the parishes that are required to financially support the system. 5
- 3) Third priority shall be given to children of members of the administration, faculty, or staff of the Aquin Catholic Schools.
- 4) Fourth priority shall be given to non-registered Catholics and non-Catholics.
- 5) The Education Committee reserves the right to determine additional priorities.

### **PROBATIONARY PERIOD**

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

### **Transfer Students**

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

### **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 indicating that tuition and fees have been paid and books and materials returned.

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## FINANCIAL ARRANGEMENTS

### Tuition and Fees Payment

Tuition is to be paid in the following ways:

1. Registration fee for each student secures the enrollment.
2. Tuition Contract is generated in the FACTS Management Financial portal.
3. Payments are established according to billing choice selected in the FACTS system.
4. Tuition must be paid in advance or on a regular eleven-month schedule beginning in July and ending in May.
5. **A late fee will be assessed for delinquent payments made after the expected payment date (July - May). Policy 3240.3 (Tuition Refund Policy).**
6. Families must 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.
7. Families must pay the registration fee to register their child(ren) in order to be considered for any type of financial/tuition assistance.
8. If a family decides to leave the school, the following procedure will be in effect:

### Tuition Refund Policy

1. **All fees are non-refundable.**
2. A withdrawal notice must be written, signed, and dated by the parent/legal guardian, and submitted to the business office to be considered official.
3. The family will pay for the entire **month the child(ren) is registered as students** of Aquin Catholic Academy, August through May.
4. A family will receive a refund if tuition has been paid beyond the month the child(ren) is registered as a student of Aquin Catholic Academy.
5. The school's expectation is that **tuition will be paid before the student's records are released.**
6. Changes in the payment schedule must be made through the School Office.

Financial aid applications are available in the FACTS Management portal.

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

- Notify the school Principal or business manager before missing the monthly payment.
- Create a plan to catch up on tuition.
- Meet the terms of the new Tuition Payment Plan.
  
- Students who are not in acceptable financial standing may not participate in any extracurricular activities, including athletics or graduation.
- No student will be permitted to enroll in school the following semester if all past due tuition, fees, and book rental have not been paid.
- It will be the responsibility of the principal of the school involved to administer this policy through the Business Office.
- Any exceptions to this policy must be approved by Aquin Catholic Academy administration.

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

If your child is ill in the morning, it is necessary that the parent call the school office before 7:55 a.m. If the illness lasts for more than one day, a call is required each day. It is our responsibility to know that your child is safe.

To receive credit for one full school day, a student must remain at school at least until 12:30 p.m. Students who leave school between 9:30 a.m. and 12:30 p.m. and do not return will be credited for one-half day. Students who leave before 9:30 a.m. will be considered absent for the entire day. Students who arrive after 9:30 a.m. will be considered absent for the morning session.

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

For special occasions such as Take Your Daughter to Work Day, Take Your Son to Work Day, etc., parents are encouraged to do so only for one day when their child is in sixth grade. If a child misses twenty days throughout the school year, he/she may be retained in his/her grade at the discretion of the principal.

## **VACATIONS**

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

## **TARDINESS**

A student will be marked tardy if he/she is not in the building at the ring of the tardy bell (7:55am). A student who is late must report to the office before going to the classroom. In addition, if a student leaves school before the completion of the school day, he/she must report to the office before leaving; and likewise report to the office again if returning to school. It is appreciated if the parent phones the school if they know their child will be late. If a child is tardy more than five times or three times in a quarter a meeting or phone conference discussing causes may be set. For each additional tardy for that quarter, the child may be required to make up time after school.

## **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 Office by 8:00 a.m., 235-3154, Ext 224. Failure to do so will result in an unexcused absence.

In compliance with SB1577, students may have up to 5 absences excused for mental health. Once a student has used 2 mental health days, the school counselor will meet the student to determine if any further resources are needed.

### **Academic Assignments**

- If a student is absent, it is expected that his/her parents will pick up assignments through the Office.
- Assignments may be found on the teacher's Google Classroom if there is one available.

### **Excessive Absence**

- Excessive absences (for any reason) may result in decreased credit or may prevent a student from earning credit for missed classes.
- Chronic truancy is considered to be 5% of a school year or 9 school days.
- Prolonged absence may be a reason for reviewing the continued enrollment of the student at Aquin.

### **PLANNED ABSENCES DURING THE SCHOOL YEAR (Grades 7 & 8)**

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 (grades 7 & 8)**

If a student must miss school for a planned absence, 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 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 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 school work after the planned absence, at the discretion of the teacher.

### **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 the absence. It is the responsibility of the student to go to the teacher for missed work. 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.

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## ACADEMIC

### 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 = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

“W” = Withdrawn

“I” = Incomplete

- In extreme circumstances, an “I” (incomplete) may be given at the end of a nine-week period. 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.

### Academic Progress

- Parents/guardians have a right to be informed of the progress of their student.
- It is the responsibility of the teacher to help 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 FACTS website.
- The option of reasonable extra credit or extra work is at the discretion of the individual instructor and should be clearly stated in the instructor’s syllabus.

### Athletic Eligibility

Aquino students must be academically eligible in order to attend or participate in extracurricular activities.

The following grades are reported by teachers each Monday and the report is run Wednesday morning:

- 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 extracurricular activities.
- The following criteria are used in determining a student’s eligibility to attend/participate in extracurricular activities.
  1. 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.
  2. A student who receives two or more F’s for a semester grade will be ineligible for the following semester.
- Grades are calculated on the Wednesday of each week. The period of eligibility is the following Monday through the next Sunday for all 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 instructors in order to monitor their progress. Parents are able to see student progress on FACTS.

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## GENERAL INFORMATION

### 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 FACTS and the Aquin website ([aquinschools.org](http://aquinschools.org)) for announcements, up-to-date information about the school and/or your child(ren).
  - a. Daily and weekly announcements/messages
  - b. Email messages
  - c. Aquin's Facebook page (<https://www.facebook.com/aquinschools1923>)
2. Email the teacher on FACTS through the parent portal.
3. If you wish to speak to a teacher, call the school to leave a message **with the office**, and the teacher will return your call.
4. Schedule **meetings with teachers** for before or after school.
5. **Spread the "Good News" about Aquin to friends and co-workers with your *positive* comments.**

### Problems/Concerns

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

Students are expected to bring their concerns to the attention of the teacher who is directly involved.

The procedural order to follow in addressing a concern is:

1. Student meets with the teacher 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.
  - c. Student, (parent), teacher, Principal.
  - d. If the issue remains unresolved, the above groups may meet with the Executive Pastor.
  - e. An additional step is to consult a Council member or pastor for advice.

### 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 office will determine whether the parent needs to be called.**
- If the student needs to go home, the office will contact the parents.

### 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 wellbeing 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 physician and parental permission on file in the student office authorizing its distribution.

## Lice

Please inform the school if you discover a 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 the office immediately.

- An injury report must be made and turned in immediately (form is in the Student Office).
- First Aid kits are located in the office, Pre K room and the Athletic Office
- There are defibrillators kept in a case located outside the gym, outside the auditorium and upstairs near the center hallway stairs.

## 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 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

Lost and found items are in the office.

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## 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.

## EMERGENCIES

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 ensure possible re-routing of students and/or different instructions.
4. All books and personal items 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 at the parking lot by grade (or football field), 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 parking lot (or 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 the designated area.
2. Kneel on floor against lockers or walls with arms over face and head.
3. Absolute silence must be observed throughout to ensure possible re-routing of students and/or different instructions.

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

**Hard Lock Down**--intercom announcement

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

**Soft Lock Down**--intercom announcement

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 the building to a designated area.

**Bomb Threat**

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

**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.

**FIREARMS ON CAMPUS**

Aquin Catholic Academy complies with 430 ILCS 65/66 which prohibits firearms at school. This includes those individuals with concealed carry permits.

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## STUDENT SERVICES

### Counseling

Aquin Catholic Academy 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, including chaplain, counselors, teachers, staff, and administration. For specific concerns:

1. *Educational*: contact the Principal.
2. *Personal concerns*: contact teacher and/or the office

### Student Records

The student's school records, both permanent and temporary, are kept at Aquin Catholic Academy. These records are maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). 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.

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.
  - d. Health records
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
  - d. All K-6 hard copy report cards will be purged upon entrance into 9<sup>th</sup> grade.

### 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. Forms are available at the doctor's office.

### Transfer of records

The student's official records will be transferred to another school within 10 days of the request. The parent is required to:

1. Sign a written request.
2. Sign and complete the official exit form.

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## 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.



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Students are expected to stand and participate in a respectful manner during the playing of “The Star-Spangled Banner” and/or the recitation of the Pledge of Allegiance and the Aquin school song.

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### Backpacks

Students need to store backpacks in their lockers or hanging on the hooks provided. Backpacks are not to be left on the floors of the hallways. They may not take them to class, lunch, etc.

### Cafeteria

1. The cafeteria is the 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 expected to sit and eat food at their tables.
4. Students are expected to remain at their table and stay seated for the entire lunch period. (Garbage cans are brought to you by an adult.)
5. Students may not have lunch delivered or brought in from commercial restaurants.
6. Please 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. Restrooms should be used during lunch periods with permission of an adult supervisor.
12. Students may not leave the cafeteria during lunchtime without the permission of a supervisor.

### Classroom

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

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## DRESS CODE

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. Due to the significant variations in styles, these guidelines do not cover all circumstances. ***The administration will handle any offenses not directly addressed herein.***

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

### General Uniform Provisions:

- Clothing must be clean and in good repair
- No transparent, tight, or clinging clothing is allowed
- Hats and jackets/coats have to be kept in the locker during the school day and are not to be worn
- Personal cleanliness and grooming are expected

K-8 REGULAR UNIFORM	GIRLS	BOYS
TOPS	<p>Solid navy blue or light blue polo shirts, long or short-sleeved</p> <ul style="list-style-type: none"> <li>• Polo shirts must be a minimum of 3-4 inches below the natural waistline and remain tucked in all day.</li> <li>• Shirts must be buttoned and cannot show stomach or back at any time</li> <li>• No capped sleeves, lettering, designs, snaps, zippers, or turtlenecks.</li> <li>• White or gray long-sleeved or short-sleeved undershirts may be worn provided they do not have any designs or lettering</li> </ul> <p>There should be no other color on the tops such as colored bands. Small, appropriate logos are allowed. These logos should be limited to clothing manufacturers, which are small and unobtrusive and within the spirit of our dress code. However, shirts with large lettering and designs are not approved. Shirts and blouses should not have any lace or eyelet trim. All shirts are to be tucked into the dress code bottoms so that the belt and waistband show. Official lettering, symbols, and designs associated with the Aquin Catholic Schools are acceptable.</p>	
PANTS, BELTS	<p>Navy blue or Khaki dress pants,</p> <ul style="list-style-type: none"> <li>• Pants should be modest/loose in fit</li> <li>• <u>Not allowed:</u> Jeans, denim, or jeans-style pants, Corduroy, Hip huggers, cargo pants, logos, leggings, spandex, extra zippers</li> </ul> <p>Belts are required for all students on pants or shorts that have belt loops. Belts should be black, brown, or navy with a regular size buckle.</p>	
SHORTS	<p><i>(August-October 15, April-June: Dates may be extended or changed by the administrator.)</i></p> <p>Khaki or Navy Blue Dress Shorts or Capri Pants</p> <ul style="list-style-type: none"> <li>• Dress shorts/capris are subject to the same restrictions as pants</li> <li>• Shorts must be fingertip length</li> </ul>	
SKIRTS & JUMPERS	<p>Female students may choose to wear a skirt (K-8) or jumper (K-6) instead of pants on regular uniform days.</p> <ul style="list-style-type: none"> <li>• Plain black spandex or ‘biker’ shorts must be worn underneath for all grade levels.</li> </ul> <p><b><u>K-6th grade:</u></b> navy blue, or tan uniform skirts, skorts, polo dresses, or jumpers. Plaid jumpers can be ordered from frenchtoast.com in Blue/Gold plaid - (Item# 1687)</p> <ul style="list-style-type: none"> <li>• No shorter than two inches above the knee.</li> </ul> <p><b><u>Skirt:</u></b> Plaid skirt (Item #1065) or skort (Item# 1397) in blue/gold plaid ordered through frenchtoast.com.</p> <ul style="list-style-type: none"> <li>• All skirts must be worn at the natural waistline, may not be rolled up, and must fall to the top of the knee.</li> </ul>	<p>NOT APPLICABLE</p>

<b>SWEATERS/ SWEATSHIRTS</b>	Solid navy blue pullover or cardigan sweaters, or dress code approved Aquin pullover/quarter-zip or hooded sweatshirts <u>with the Aquin logo</u> may be worn over-regulation polo shirts	
<b>SOCKS, TIGHTS, LEGGINGS</b>	Socks or tights must be worn at all times <ul style="list-style-type: none"> <li>• Plain white, navy blue, or black tights are permitted.</li> <li>• Plain black ankle-length leggings underneath uniform skirts, with no designs, logos, cutouts, or mesh are also acceptable.</li> </ul>	Socks must be worn at all times
<b>SHOES</b>	Dress shoes, loafers, boat shoes, sneakers, and athletic shoes are permitted. <ul style="list-style-type: none"> <li>• Shoes must be clean, in good condition, and cover the entire foot including the toes and heels. For safety reasons shoes with wheels are not allowed.</li> <li>• No Crocs, clogs, heels, sandals, boots, or flip-flops are permitted on regular OR alternate dress days.</li> </ul>	
<b>HAIR</b>	A haircut is considered part of the Aquin uniform. <ul style="list-style-type: none"> <li>• Hair is to be kept neat, and clean.</li> <li>• Unnatural colors (other than black, brown, blonde, natural red/auburn) are not acceptable.</li> <li>• Students are expected to be clean-shaven daily.</li> <li>• No beards, mustaches, long sideburns below the earlobe or other facial hair is acceptable</li> </ul>	
<b>BODY ART &amp; PIERCINGS</b>	NO tattoos, distracting jewelry, or writing/drawing on the body are permitted at any time <ul style="list-style-type: none"> <li>• Students may have a single stud piercing in one nostril. For safety reasons, no hoop piercings are allowed on the nose.</li> <li>• Students may have no more than 3 piercings per ear.</li> <li>• No facial piercings besides the single nostril stud are allowed (e.g. septum, tongue, eyebrow, lip, etc.)</li> </ul> All jewelry, including earrings, should be small and tasteful in keeping with the decorum of the Aquin Uniform code.	

### Special Dress Days

Students in K-8 are expected to be in their ‘Sunday best’ on Dress-up attire.

- Students that do not come in Dress-up attire will automatically be expected to come the following day in dress-up attire. This will not be a uniform violation unless otherwise determined by the administration.

Dress Up Day Uniform	GIRLS	BOYS
<b>TOPS</b>	<p>Any color regulation polo shirt OR a nice blouse or sweater.</p> <ul style="list-style-type: none"> <li>• Pullover or cardigan sweaters are permitted over polos.</li> <li>• Blouses and sweaters cannot have cutouts, be see-through, or strapless/tank top style.</li> <li>• Sweaters and blouses should not be low cut and should not show the stomach or back at any time.</li> <li>• <b>NO ATHLETIC PULLOVERS OR SWEATSHIRTS ARE PERMITTED ON DRESS UP DAYS</b></li> </ul>	<p><b>K-8</b> Any color regulation polo shirt or a nice sweater.</p> <p>Any color dress shirt with a collar and sleeves and a tie snug around the neck.</p> <ul style="list-style-type: none"> <li>• A sports coat or sweater is optional over a dress shirt and tie.</li> <li>• Pullover crew neck or v-neck sweaters with no buttons or zippers are permitted</li> <li>• <b>NO ATHLETIC PULLOVERS OR SWEATSHIRTS ARE PERMITTED ON DRESS UP DAYS</b></li> </ul>
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>• Boys and girls in k-8 must wear solid black dress slacks or dress shorts (during shorts season)</li> <li>• Girls in grades k-8 may also choose to wear a skirt with a blouse. Dress-up day skirts must be at least knee-length and not excessively tight.</li> <li>• Girls in grades k-8 may also choose to wear a “Sunday” dress. Dresses cannot be tank top style or sleeveless and must be at least knee-length and not excessively tight.</li> </ul>	
<b>SHOES</b>	<p>The same rules apply to shoes on Dress Up days as on regular uniform days. The whole foot must be covered, no sandals, or heels are permitted.</p>	

JEANS DAY/ CASUAL CLOTHES	GIRLS & BOYS	
<b>TOPS</b>	<ul style="list-style-type: none"> <li>• Appropriate crew neck T-shirts or sweatshirts/hoodies may be worn.</li> <li>• Any logos, designs, or wording should align with Aquin’s mission statement and Christian Catholic values. No logos/wording/designs that advertise or glorify alcohol, drugs, bars/pubs, sex, or politics are allowed.</li> </ul>	
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>• Blue jeans, wind pants, or loose sweatpants are allowed</li> <li>• Shorts may be worn during shorts season. All shorts must be fingertip length.</li> <li>• Pants and shorts must be free of holes, tears, patches, and other forms of distressing</li> <li>• Yoga pants, leggings, and jeggings (tight pants) ARE NOT acceptable.</li> </ul>	
<b>SHOES</b>	<p>The same rules apply to shoes on Jeans Days as on regular uniform days. The whole foot must be covered, no sandals, crocs, or heels are permitted.</p>	

### Field Trips, Extra-Curricular Activities, and Athletic Events

Clothing is expected to be modest. No tank tops (shirts without sleeves), short shorts, halter tops, or crop tops allowed. A separate dress code may be sent out for field trips depending on the discretion of the teacher and the activity planned.

## Dances

There is a separate dress code for dances that must be adhered to. This code will be sent out prior to any dance.

## EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETIC ACTIVITIES

Clothing must be modest; no tank tops, short shorts, or halter-tops.

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

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## DIGITAL CITIZENSHIP

In this digital age, students are expected to demonstrate the qualities that are expected of them as members of a Christian school. Electronic devices are **TOOLS** used to communicate. Their use must reflect students' respect for themselves and others. Consequences for misuse will be determined by the Administration and/or Discipline Committee.

### Electronic Devices

The use of electronic devices (including earphones) during the school day is for **ACADEMIC PURPOSES ONLY** as directed by an instructor. Students may not use earphones, radios, TVs, pagers, beepers, tablets, cell phones, laser pointers, iPods, smart watches, fitness trackers, etc. for non-academic reasons. Cameras may not be used at school without specific permission. Misuse of electronic devices during class time will result in consequences.

Consequences for misuse of electronic devices:

- Outside of class: Confiscation
- During class time: Confiscation and possible loss of academic credit

### Electronic Devices in the Classroom

The use of an electronic device in the classroom is to broaden and enrich a student's learning experience. The use of an electronic device by students is at the discretion of the instructor. The student's electronic device will **ONLY** be in use when permission is given by the instructor. The instructor has the right to have their own "check your device at the door" policy. If a student fails to comply with the instructor's guidelines, the student will have the electronic device taken. Once the device is taken, the following will occur.

1. The device will be turned into the student office by the instructor who confiscated it, if necessary.
2. A behavior log will be written by the instructor and the behavior log will be emailed home.
3. Continued improper behavior may result in a special contract for device use/non-use at school.

### 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.

### 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 who make the choice to use Aquin's name in an inappropriate manner or denigrate it in any way, whether it be with words and/or pictures, will have consequences for their misuse determined by the Principal.

## Entrance

All students, parents, and visitors must use the Galena Street entrance after 7:45 a.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.**

## 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 a student takes the bus, s/he 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 any time of the day is not allowed unless permission has been obtained from the Principal (exception: nutritious snack during the official snack time).
- Students are not to bring food into the school from a commercial restaurant.
- Other than during official snack time, students may not bring food to the classroom without the permission of the Principal.

## Funds and Collections

The collection of absolutely all funds, dues, and fundraising 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 and/or parents 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 chewing gum at school. Students caught chewing gum will be subject to discipline.

## Hall Conduct

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

## Hats

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

## Library

This is an area for independent study and research. **SILENCE** is expected 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.

## Lockers

Students are assigned one locker. The ownership of the locker is maintained by Aquin Catholic Academy 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. **Beverages, cans, bottles, nail polish, etc. may 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 to have access to the locker at any time.
- The school is not responsible for lost or stolen property.
- It is the student's responsibility to keep the locker closed.
- 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.
- 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 staff, and visitors having official business at the school. 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. **All Aquin rules apply to the parking lot.**

### **Planners**

- Students are issued a planner at the beginning of the year. Planners are to be used to organize assignments. If lost, parents are responsible to replace it.

### **Phone**

- Office phones are reserved for school business only. Phone calls made in the office should be for emergency reasons only and need permission.
- Telephones in the classrooms are for faculty use only.

### **Cameras**

Unauthorized use of cameras is forbidden (see the 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.

### **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.

### **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 encouraged.
- 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 office to present to the classroom teacher and any other staff members.
- 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.

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## STUDENT CONDUCT

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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.

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## DISCIPLINE PHILOSOPHY

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

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

Discipline is not punishment. The aim of discipline is to institute and maintain a satisfactory learning environment free from distracting behavior. Based on respect of authority and welfare of the group, discipline should develop the student's ideals, attitudes, and habits required for Christian living. Discipline aims to lead children to self-discipline and ultimately to discipleship. It is believed that children can be taught self-discipline skills. The school's self-discipline skills contribute to the learning environment. To achieve this, the students should raise their hand, have supplies and homework ready, participate correctly, and listen well. A self-disciplined student demonstrates the following skills:

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



## STUDENT BEHAVIOR

It is the school's expectation that:

**STUDENTS WILL OBEY ALL RULES AND PARENTS WILL SUPPORT THE RULES AND CONSEQUENCES RESULTING FROM VIOLATING THE RULES.**

- The disciplinary code at Aquin is meant to instill within students a sense of responsibility, integrity, and morally correct conduct, not only when at school but in their daily lives away from school as well.
- Good behavior, which reflects the school's philosophy, is expected from all members of the Aquin community, including students, twenty-four hours a day.
- Students may be penalized for behavior deemed by the school in its discretion to be unacceptable. Included in this regulation **is off-campus behavior and information posted by a student on the Internet or any other electronic media** which reflects poorly on the student, another individual, and/or Aquin, and/or is deemed by the school in its discretion to be otherwise inappropriate.
- Disciplinary consequences may take the form of exclusion from Aquin co-curricular activities, teams, programs; assigned service, suspension, and/or expulsion.

### **Bullying (Diocesan Policy #5170)**

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited, whether the action, word, or behavior is based on a person's characteristic(s) or other matter. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, websites, text messaging, posting or sending of electronic photos or videos on social media or "Apps" (i.e. FaceBook, Twitter, Instagram, WhatsApp, Snapchat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

**Obligation of every Employee to Report the conduct:**

Any School employee who is made aware of conduct which violates this policy, or who receives a report of bullying, shall promptly report this information to the School administrator and, in the administrator's absence, to the administrator's designee, assistant principal, or dean of students. Any parent/guardian who has information that bullying involving a student(s) of the School is occurring shall promptly notify the School of this information.

**Notifying the parents/guardian:**

Within 24 hours of the School being made aware of a reported bullying incident, the school administrator shall notify the parents/guardian of each of the students reportedly involved. The School administrator shall make diligent efforts to notify a parent/guardian using all contact information available to the school or which the school within that 24 hours can reasonably obtain.

**Investigating:**

The School administrator shall investigate the matter, may involve school support personnel or others as deemed appropriate, and will make reasonable efforts to complete the investigation within 10 school days of the date the report is received by the School. However, information may be discovered during the investigation which extends the investigation beyond 10 school days.

Students who violate this policy will generally be subject to the discipline policy of the student's school, but where the nature or extent of the conduct warrants, violators of the policy may be subject to suspension and/or expulsion.

The School administrator or designee will provide to the parents/guardians of the students who are parties in the investigation (parties are the student(s) reported to be the target of the conduct, and the student(s) reported to be committing the conduct) information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the investigation findings, and actions or interventions taken to address bullying, adhering to privacy rules and laws. To the extent appropriate, the School will identify to the parent(s)/guardian(s) of the involved student(s) school- or community-based resources, if available, to assist the involved student(s). The School may require the parent/guardian of the involved student(s) to participate in community-based resources for the involved student(s). In the event a student enrolled in the school has made a threat of self-harm, a suggestion of self-harm, or engaged in an instance of self-harm, resulting from bullying as determined by the school, the School shall report the student's threat, suggestion, or self-harm conduct to the parents or legal guardians of the student at the time such determination is made.

Every School is required by law to distribute its Anti-Bullying Policy:

**Procedure:**

This policy is to be distributed annually by each Diocesan School to the school's students, their parents/guardian, and school employees, and to new employees when they are hired. If the School has a website accessible to the public, the policy is to be posted there as well. If the School has a student or family handbook, it is to be posted there as well. If the School posts policies, rules, or standards of conduct in the School, it is to be posted there as well. Effective with the August 11, 2023 revision, this policy will be reviewed every two years.

**Verified Allegations of Bullying: Obligation of Every School to Collect data on verified allegation and Annually Report data to ISBE:**

The Illinois School Code addressing the prohibition on bullying has been amended again in 2024, effective June of 2024.

Every school shall collect, maintain, and submit to the State Board of Education non-identifiable data regarding verified allegations of bullying within the school. The school must submit such data in an annual report due to the State Board of Education no later than August 15 of each year starting with the 2024-2025 school year through the 2030-2031 school year. Because the data collection starts with the 2024-2025 school year, the first annual report to the ISBE is due August 15, 2025. The State Board of Education is required by law to adopt rules for the submission of data.

Upon the request of a parent or legal guardian of a child enrolled in a particular school, the State Board of Education is required to provide to the requesting parent or legal guardian non identifiable data on the number of bullying allegations and incidents in a given year in that particular school.

### **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, including AI, and using it as your own (plagiarism).
5. Using test data from another student.

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

### **Fighting**

Any threat or act of violence reported to or witnessed by a school official will be fully investigated by the administration. A student found to have made a threat or act of violence is subject to appropriate disciplinary consequences, up to and including suspension, expulsion, arrest, and prosecution.

### **Forgery**

Forgery includes: forging the name of school personnel or parents (guardians), signing another student's name, or altering a document in any way. Students will be referred to the Principal.

### **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 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 an 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.

**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. Damaging or defacing property is considered vandalism and will be subject to consequences including restitution.

## **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.

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# **DISCIPLINE**

The administrators, teachers, and staff administer the school's discipline program.

## **Classroom**

All students are expected to give 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.
- A phone call to parents
- Detention referrals
- Ejection from class.
- Behavior Contract.

## **Substitute Teachers**

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

## **Ejection from Class**

Any student sent from a class for disciplinary reasons is to **report immediately to the office**. Failure to do this will result in additional disciplinary action. If a student is repeatedly ejected from a class, a parent conference will be called and a behavior plan will be put in place.

## **Discipline Matrix**

- 1st Behavioral Offense-30 minute detention.
- 2nd Behavioral Offense-45 minute detention.
- 3rd Behavioral Offense-Student and parent(s) are required to meet w/Principal to formulate a behavior plan to provide corrective action to behavioral issue(s).
- 4th and any additional Behavioral Offenses-may result in a disciplinary action plan

*There are two forms of detentions:*

1. **Teacher Detentions** - Assigned by classroom teachers following unacceptable behavior.
  2. **School Detentions** - Assigned by a teacher/administrator for a violation of a school regulation.
- Parents will be notified in FACTS when a student receives 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.**

*Times in which detentions are to be served:*

1. **School day detentions** are thirty to forty-five minutes in length and are served before or after school at the discretion of the administrator or teacher; may involve cleaning/maintenance tasks.
  2. **Lunch detentions** are served during lunchtime; may involve cleaning/maintenance tasks.
- 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 Principal.

### **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.*

- **In School Suspension**
    - Served at school with supervision
    - Work will be gathered and must be completed during the day.
  - **Out-of-school Suspension**
    - Served at home for up to ten days.
    - Homework must be completed and returned to school the next day.
- On days a student serves suspension(s), they are **not permitted to 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 extracurricular probation.

### **Expulsion**

All cases involving possible expulsion or dismissal are referred to the Principal. Decisions of the Principal 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 Principal 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 Academy students.

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

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## EXTRACURRICULAR ACTIVITIES

### ATHLETICS

#### Aquin Athletic Rules

An athlete is defined as any student who is planning on, has, or is participating in any interscholastic sport offered by Aquin or through its cooperative agreements. 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:

1. **Be officially registered as an Aquin student.** 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 office.
2. **Complete the following:**
  - a. **Physical Exam**
    - i. 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 scheduled after June 1<sup>st</sup>, or close to that date.
  - b. **Medical Form**
    - i. Prior to the beginning of a sports season and school year all students **MUST** have on file a completed emergency form.
  - c. **Athletic Agreement Form**
    - i. Per Diocese Policy, every student and 1 parent/guardian of the student must have a concussion awareness form completed and on file.
    - ii. If a student can self-administer asthma medication, a form--complete with student, parent/guardian and prescribing doctor signatures--must be on file in the office.
  - d. **Attend Athletic Meeting for Parents and Students**
    - i. *Per Aquin policy, all Aquin athletes and at least 1 Parent/Guardian must attend 1 annual Athletic Meeting to review policies and procedures and conduct expectations.*
  - e. **Insurance, Health, and Injuries**
    - i. Each athlete is to have health insurance before participating in any practices or games.
    - ii. 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.
    - iii. 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.
    - iv. Any injury occurring during practice or a contest is to be reported to the coach and athletic trainer immediately.

#### 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.
3. Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.
4. Any **illegal actions**.
5. Comments on social media (Facebook, Twitter, etc.) that disparage themselves, others, and/or the school.

### **Personal Conduct and Standards and Sportsmanship**

Students attending extracurricular 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.

### **CLASS AND CLUB ACTIVITIES**

- No student activity shall be held on Sunday, or begin before 6am or extend past 9:00 pm, 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.

### **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.

### **GUIDELINE FOR ACCEPTABLE USE OF SCHOOL TECHNOLOGY SYSTEM BY STUDENTS**

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

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



- The “System” shall include all computer hardware and software owned or operated by the School, the School electronic mail, the School website, and the School 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 School.
- Students have no expectation of privacy in their use of the System.
- The School has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the School’s electronic mail system.
- The School has the right to and does monitor use of the System by students, including students’ access to the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and School policies and guidelines.

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

- Access to the System is provided as a privilege by the School 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 School 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 School’s Student Discipline Code and rules. The System shall NOT be used to:

1. Engage in activities, which are not related to School educational purposes or which are contrary to the instruction from supervising School 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.]
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or School 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, School employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. 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 school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalized the System or the technology system of any other individual or organization.
11. 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.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data, which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid

- schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate School Administrator.
  16. Conceal or misrepresent the user's identity while using the System.
  17. Post material on the School's website without the authorization of the appropriate School Administrator.

#### ***D. School Administrator***

- Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

#### ***E. Websites.***

- Unless otherwise allowed by law, School websites shall not display information about or photographs or works of students without written parental permission.
- Any website created by a student using the System must be part of a School-sponsored activity, or otherwise be authorized by the appropriate School administrator. All content, including links, or any website created by a student using the System must receive prior approval by the classroom teacher or an appropriate School administrator. All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines.

#### ***F. Disclaimer***

- The School makes no warranties of any kind whether express or implied for the System.
- The School 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 School is not responsible for the accuracy or quality of information obtained through the System. The School 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:
  - suspension or revocation of System privileges,
  - other discipline including suspension or expulsion from school,
  - 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 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 administration to review the limitation. The decision of administration shall be final.