

KNOWLEDGE RESPECT RESPONSIBILITY FAITH LEADERSHIP SERVICE CHARACTER

AQUIN



STUDENT
HANDBOOK

2023-2024

WWW.AQUINSCHOOLS.ORG/HANDBOOKS.CFM



Aquin Catholic Schools

2023-2024

STUDENT HANDBOOK



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

website
www.aquinschools.org

student management
www.teacherease.com

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



TABLE OF CONTENTS

INTRODUCTION.....	5
ABOUT AQUIN.....	6
GOVERNANCE.....	7
OBJECTIVES.....	8
ADMISSION.....	10
ATTENDANCE.....	12
ACADEMIC.....	16
GRADES 7-12.....	18
GRADES K-6.....	20
MAKE-UP ASSIGNMENTS.....	21
RETENTION POLICY.....	21
FINANCIAL ARRANGEMENTS.....	21
GENERAL INFORMATION.....	22
Parent Volunteers.....	23
VISITATION.....	25
SAFETY.....	26
Bikes.....	27
Field Trip Policy.....	27
STUDENT SERVICES.....	27
MEDICATION AT SCHOOL.....	28
EXTENDED CARE.....	28



GENERAL REGULATIONS.....	29
ILLNESS AT SCHOOL.....	30
PHYSICAL EDUCATION EXCUSES.....	31
DRESS CODE.....	31
PreSchool.....	31
K-12.....	31
DIGITAL CITIZENSHIP.....	34
Electronic Devices.....	35
Electronic Devices in the Classroom.....	35
Hall Posters.....	37
STUDENT BEHAVIOR.....	38
DISCIPLINE.....	39
PROHIBITED MISCONDUCT.....	41
DISCIPLINE MATRIX.....	44
PLAYGROUND REGULATIONS.....	46
CODE OF CONDUCT.....	46
CELL PHONE RULES, EXPECTATIONS, AND DISCIPLINE.....	46
EXTRACURRICULAR ACTIVITIES.....	47
GUIDELINE FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS... 53	
HANDBOOK CHANGES.....	55



INTRODUCTION

SUPERINTENDENT'S MESSAGE

Welcome to the 2023-2024 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, Superintendent

AQUIN CATHOLIC SCHOOLS

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

www.aquinschools.org

www.teacherease.com

Staff Email:

first name.last name@aquinschools.org

Student Office Hours:

M-F: 7:00 AM - 3:00 PM

Superintendent and Business Office:

M-F: 7:30 AM - 4:00 PM



ADMINISTRATION

Superintendent & Principal

Elizabeth Heitkamp . 815-235-3154 x 224

Administrative Support

Fr. Matthew McMorrow . 815-235-3154 x 224

Dean of Students

Grades 7-12: Evan Hunziker . 815-235-3154 x 238

ATHLETICS

Athletic Administrator & Junior - Senior High Athletic Director

Todd Kramer . 815-235-3154 x 235

COLLEGE COUNSELING CONSULTANT

Uli Dornhagen 815-235-3154 x 221

TECHNOLOGY COORDINATOR

Carl Scace . 815-235-3154

BUILDING AND GROUNDS MANAGER

Mike Shippy . 815-235-3154 x 231

BOOKKEEPING

Susan Zawacki . 815-235-3154 x 223

BUSINESS OFFICE SECRETARY

Karrie Gaulrapp . 815-235-3154 x 224

STUDENT OFFICE

Andrea Herbig . 815-235-3154 x 221

DEVELOPMENT/ALUMNI/COMMUNICATIONS

Peyton Glawe. 815-235-3154 x 222

Joanne Chang . 815-235-3154



ABOUT AQUIN

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 the Freeport area. 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 AdvancED 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 on May 9, 1926.

In 1959, a new addition was built. 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, a system consisting of grades preschool through Grade 12. In 2011 a new fitness center was built at the high school. Sixth grade made the move to the Jr-Sr High School building during the 2020-2021 school year.

The 2020-2021 school year was the last year of occupancy at the St. Joseph Campus for grades K-5. In the 2021-2022 school year, the Kindergarten through 6th grade is moved to the campus at 1419 South Galena Avenue. This year, 2023-2024 we have added the Pre-K classroom to our campus as well, making it an all-in-one solution for families.

GOVERNANCE

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

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



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



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

Able to keep secrets/
confidentiality
No back-stabbing

RESPONSIBILITY

Reliable
--Completes tasks
Good person
--Willing to listen
Leadership
--Punctual/on time
--Mature/age appropriate behavior

INSPIRATIONAL

Faith-filled life
--Friendly/kind
--Role Model
--Welcoming

POSITIVE ATTITUDE

Optimistic
--Happy/cheerful
--Willing/
enthusiastic
--Forgiveness
(self and others)

NOBILITY

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 Junior/Senior High School is accredited by Cognia and recognized by the Illinois State Board of Education.



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 document, 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, religion, disability, or immigration status with regard to the admission of students. Equal education opportunity is available to each child in the Aquin Catholic School System.

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

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

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.

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.
- 3) Third priority shall be given to children of members of the administration, faculty, or staff of the Aquin Catholic Schools.
- 4) Fourth priority shall be given to non-registered Catholics and non-Catholics.
- 5) The Council of Administration reserves the right to determine additional priorities.

PROBATIONARY PERIOD

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

AIDS/HIV: STUDENT ADMISSIONS POLICY

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

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 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 accordance with school policies and procedures.



Student Placement

- A student seeking admission to Aquin High School must have successfully completed the 8th grade from an accredited or state-recognized school. Students who have been homeschooled must complete all of the requirements and have attained the age of 14 by September 1st of the school year.
- Students transferring into the Catholic School System must meet these requirements:
 - For entry into 7th, 8th and 9th 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.
 - For entry into 10th, 11th, and 12th 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 indicating that tuition and fees have been paid and books 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 **7:30 a.m. to 3:30 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 3:30 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 website (www.aquinschools.org), and Aquin’s Emergency Alert 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 hinder academic success.
- A student’s attendance reflects his/her degree of responsibility and self-discipline.
- 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, or choral programs, etc.), the students involved are expected to be present for the program. These commitments are serious responsibilities for the student and should not be taken lightly. Unforeseen circumstances such as an



illness or a death in the family cannot be helped. However, if a student knows in advance that he/she cannot attend the program; a written notice must be sent to the administration at least one week prior to the presentation.

- For special occasions such as Take Your Daughter to Work Day, Take Your Son to Work Day, etc., parents are encouraged to do so only for one day when their child is in sixth grade. If a child misses twenty days throughout the school year, he/she may be retained in his/her grade at the discretion of the principal.
- Because of the school's responsibility, both moral and legal, during the time when classes are in progress, or during an extracurricular event, the following regulations will be in effect:
 - Students must be in attendance by 9:00 a.m. in order to attend/participate in an extracurricular event, or practice on that day. This requirement may be waived by the administration. (Give students 1hr. for parents to determine if they are sick or not.) Parents are still required to contact the student office prior to 8:00 a.m. in regard to their child's absence.
 - 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.

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.

Tardy to School

- School begins at 7:45 a.m. Those who arrive after the 7:45 a.m. bell 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 may result in disciplinary action.
- Students get one waiver per semester. The reason for the tardy can be due to the parent or student.
- Discipline Matrix:
 - 1st Tardy-Waived (one per each semester)
 - 2nd Tardy-30 minute detention to be served w/Dean of Students.
 - 3rd Tardy-45 minute detention to be served w/Dean of Students.
 - 4th Tardy-Student and parent(s) are required to meet w/Dean of Students and Administration to formulate a plan to resolve tardies to school.
 - 5th and any additional Tardies-may result in disciplinary action plan and/or a service plan for a Freeport area non-profit.

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 disciplinary action.
- Classroom tardies will be recorded by the teacher as a behavior log. Individual instructors will facilitate a student-led tardy remedy plan.
- Detentions assigned by teachers for classroom tardies will be served with the assigning teacher.

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.
- If a student incurs an excessive amount of tardies and/or more than seven administrative unexcused absences (parent cannot be reached or does not initiate a call to school), students who reach an excessive number of incidents will be reported to the Junior Juvenile Detective with the Freeport Police Department. Your student will receive a Truancy Ticket and will be required to appear in court. This will only be the case after which letters regarding attendance have been sent to the parents. As we are a private Catholic school, we continue to put a higher standard on our students' academics and attendance.
- In the best interests of the student, the school realizes the importance of having a good attendance record.



Therefore, if a student is truant (unexcused absence) for more than three days, there will be a staffing by the administration, the parents, and the student. Furthermore, the student will be reviewed for expulsion after six days of truancy.

Attendance Procedure

Students arriving to or departing from school 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 Street doors.

- Failure to follow the above procedure may result in disciplinary action.

Appointments

Parents are encouraged to schedule appointments outside of class time. If the number of appointments during scheduled class time becomes excessive, a conference will be requested by the administration.

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. It is the student's responsibility to report to the Student Office to sign out/in 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 extracurricular activities.
3. No excused class time will be allowed for senior pictures, hair, nail, tanning appointments, or tux fittings.

CareerTec/Highland Attendance

- Students enrolled in courses at Highland Community College or CareerTec are required to attend those courses whether Aquin is in school or not. Attendance verification is required.
- If CareerTec is not in session, students 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 up to 20 minutes prior to the beginning of their HCC/CareerTec course.
- A list of career tech students will be given to faculty in the lunchroom.
- CareerTec students are expected to drive directly to and from their CareerTec location. If the student makes the choice to stop, they will assume full responsibility for being late back to Aquin. Furthermore, students are not allowed to bring outside food or drinks into school when returning to Aquin from HCC/CareerTec.

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.

Academic Assignments

- If a student is absent for fewer than two days, it is his/her responsibility to make arrangements to obtain missed work.
- Assignments may be obtained through emailing the teacher or looking at the Google Classroom.
- If a student is absent for three or more days, his/her parent may request assignments through the Student Office.

Skipping School

- No academic credit may be earned during the time of an unexcused absence.
- Absence for 4 periods is considered a half-day of absence.



Excessive Absence

- Excessive absences (for any reason) may result in decreased credit or may prevent a student from earning credit for missed classes.
- If a student accumulates FIVE unexcused absences (for any reason) within a semester, his/her parents will be notified of the attendance concern via letter by the administration.
- Unexcused absences (for any reason) at or beyond SEVEN in a semester will result in a meeting with the student, parent(s), and administration. In addition, the student will have to make up the time missed.
- 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.

Administrative 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.

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.

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 Planned Absence Form from the Student 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 unexcused absence.
4. A junior and senior student will be limited to a total of three college visit days during their high school career (exceptions require special permission).

Funerals

A student, who wishes to be excused from school to attend a funeral, must follow the procedure above 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, 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 school work prior to 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.

ACADEMIC

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

The Aquin Catholic School Council of Administration requires a student must meet all academic credit requirements needed to graduate (28 credits) in order to be eligible to participate in Baccalaureate and the Graduation ceremony.

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 (Class 2013) are necessary for graduation:

28 Credits (Beginning with the Class of 2014) 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 Credits	Physical Education
0.5 Credit	Health
0.5 Credit	Speech
0.5 Credit	Computer Applications
0.5 Credit	Drivers' Ed (Optional course taken outside of Aquin. Proof of completion must be provided to Student Office for student's transcript.)
4 Credits	Electives

ALSO: Must pass Constitution tests (United States and Illinois),

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, volleyball, or basketball 1st semester. For a 2nd semester PE waiver, they must participate in basketball, track, baseball, or softball.

- High School students 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 a minimum of 6.5 credits
- Junior - student must attain a minimum of 13 credits
- Senior - student must attain a minimum of 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 (2 semesters = 1 credit) 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. Unless enrolled in the CollegeNOW Program, students may take no more than three 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 the 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 CollegeNOW Program

The Highland Community College-CollegeNOW Program permits eligible high school juniors and seniors to take their classes at HCC. Students in the program do not attend classes at their local high school. All classes, except religion, are attended at Highland. If a student begins the program as a junior, s/he has the opportunity to graduate earning their high school diploma and associate's degree simultaneously. The following are the requirements necessary to be eligible for the HCC CollegeNOW Program and the criteria of the program:

- Students must have successfully completed their sophomore year of high school.
- Students must be recommended by their home high school.
- Students must be on track and in good standing with a minimum 3.5 cumulative GPA to be recommended by the Aquin administration to HCC for the program.
- Students must have at least a 95% rate of attendance.
- Students must meet college-level entrance scores on either Accuplacer, SAT exam, ACT exam or equivalent.
 - The Accuplacer is provided by Highland free of charge and must be taken outside of Aquin class time.
- Students must have parent/guardian approval.
- The orientation meeting must be attended.
- Students must provide their own transportation.
- Aquin will still require HCC CollegeNOW students to take their grade level religion course on our campus.
- 4 credit hours or more at HCC = 1 full credit at Aquin
- 3 credit hours or less at HCC = .5 credit at Aquin
- Grading Scale = 4.0 (not weighted w/+ or -)
- W (Withdraws) will be handled on a case-by-case basis
- Aquin students will still need to take the US Constitution test at Aquin their senior year
 - HCC does not offer

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 become part of his/her Aquin GPA and transcript.

- 4 credit hours or more at HCC = 1 full credit at Aquin
- 3 credit hours or less at HCC = .5 credit at Aquin
- Grading Scale = 4.0 (not weighted w/+ or -)
- HCC grades will be calculated into the Aquin student's GPA

Students opting to take additional classes at HCC do not receive a tuition discount. Students who have exhausted a specific core curricular course (i.e. math), will receive a one credit hour discount of \$695.00 from Aquin to help offset the tuition being paid to Highland Community College.

- Aquin fees are not discounted

Vocational Offerings

Career Tec: sophomores and juniors may request an interview at Aquin for Career Tec during 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 semester. A \$50 drop fee will be assessed unless the schedule change has been initiated by the administration.

GRADES 7-12

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

“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.

High School Late Work:

The teacher is given the authority to establish his/her late work policy. Each teacher’s late work policy is clearly written on his/her syllabus and on his/her website.

ALEKS Math Grades

Parents and students may monitor the student’s progress in ALEKS math class by frequently accessing the student’s data on the Aleks website: www.aleks.com. and/or checking the ALEKS grade on FACTS (academic progress).

- Aleks grades are recorded as “historical grades” on the student’s transcript at the end of the year.
- Students receive 1 credit at the completion of a math course in ALEKS.
- Reminder: students wishing to apply to a 4-year college or university must have completed Algebra 1, Algebra 2, and Geometry by the end of senior year.

Semester Grade Computation

The teacher, on the basis of one-semester grade 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:

- Semester=80%
- Comprehensive Test=20%
- Semester % Grade Sum=100%

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 and/or teacher’s website.
- 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 ensure 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 designed. Because 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.

Mid-Term Grades

Mid-Term 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 mid-term's work. A failure at the end of the semester indicates a loss of credit.

Honor Roll Requirements

- **Highest Honors** = GPA of 3.8 - 4.0
- **High Honors** = GPA of 3.50 - 3.79
- **Honors List** = GPA of 3.25 - 3.49
- If a student receives a grade of "I" in any subject, he/she may be left off the Honor Roll.

Report Cards

- Parents and students may print report cards from Teacher Ease following the first and third midterms, 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 FACTS website.
- 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 FACTS, contact by personal conversation, phone conversation between the teacher and the parent/guardian, or written notification by Academic Progress Report prior to the end of the marking period.
- 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.

Senior and Junior High Academic Eligibility

Aquin 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. Students must pass four classes the preceding semester (IHSA).
 2. Students 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 grades will not be calculated until week three of the semester in order to give the student ample opportunity to accumulate a valid grade.
- Grades are calculated on the Wednesday of each week. The period of eligibility is the following Monday through the next Sunday 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 instructors in order to monitor their progress. Students receive frequent academic status using the FACTS student information system.

ACADEMIC SUCCESS

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

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 the 30 minute guided goals period which offers a teacher and tutor in every classroom.
6. Maintain good communication (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 before or after-school study sessions.
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.

ACADEMIC PROBATION

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

Midterm 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 may be required to attend tutoring and/or study sessions for the term after-school or on Saturday.

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. The 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. The student will be suspended from participation or attendance in extra-curricular activities for the semester.
4. 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.
 - D. The decision of the Administration shall be confirmed in writing.

GRADES K-6

Report cards will be available every nine weeks and can be accessed through family School Speak accounts. The grading scale used will be as follows:

----- KINDERGARTEN, FIRST & SECOND -----

Grading Scale:

4-Exceeds Expectations / 3 Meets Expectations / 2 Approaching Expectations / 1 Improvement Needed

Effort & Conduct: 4=Exceptional / 3 = Good / 2 = Satisfactory / 1 = Improvement Needed

Learning Standards/Characteristics of Successful Learners

* = Commendation / + =Satisfactory / Check mark = Improvement Needed / No Mark =Not assessed at this time



----- **THIRD, FOURTH, FIFTH AND SIXTH GRADES**-----

Grading Scale:

A= (90%-100%) Excellent B= (80%-89%) Very Good C= (70%-79%) Average
D= (60%-69%) Minimum Standard Met/Below Avg. F= (59% or below) Standard Not Met/Failure

Effort & Conduct: 4=Exceptional / 3 = Good / 2 = Satisfactory / 1 = Improvement Needed

Learning Standards/Characteristics of Successful Learners

* = Commendation / + =Satisfactory / Check mark = Improvement Needed / No Mark =Not assessed at this time

MAKE-UP ASSIGNMENTS

Make-up assignments will be provided upon parent request. When students are absent due to illness, they are expected to make up required assignments. If you would like your child's assignments by 2:55 p.m., please contact the office before 8:00 a.m. It is the responsibility of the student and/or parent to get the assigned schoolwork. The student will be given one day for each school day missed to make up the work. (Example: A student is sick for three days. After attending school for three days, the student should turn in his/her make-up work when arriving at school on the fourth day.)

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

RETENTION POLICY

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

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

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

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 signed at final registration.
3. Payments are established according to the billing choice selected on the tuition contract.
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 15th of the month (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 system, 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 the Aquin Catholic School system, August through May.
4. A family will receive a refund if tuition has been paid beyond the month the child(ren) is registered as students of the Aquin Catholic School system.
5. The school's expectation is that tuition will be paid before the student's records are released.
6. The family must complete an official exit form before there can be any transfer of records.
7. Changes in the payment schedule 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 the 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, 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 extracurricular 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.

Aquin/HCC (Dual Credit & CollegeNOW) Financial Policy

1. Students opting to take additional classes at HCC do not receive a tuition discount.
2. Students who have exhausted a specific core curricular course (i.e. math, sciences), will receive an Aquin per credit hour discount (1/9th discount) from Aquin to help offset the additional tuition being paid to Highland Community College.
 - a. Aquin fees are not discounted.

GENERAL INFORMATION

Busing

Busing from the Freeport School District is no longer available.

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) 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. To achieve the goal of paperless communication, information will be sent home with the student only



occasionally.

3. Students are responsible for the information communicated in the daily announcements.
4. Email the teacher on FACTS.
5. If you wish to speak to a teacher, call the school to leave a message on the teacher's voicemail with your name and your phone number, and the teacher will return your call.
6. Schedule meetings with teachers for before or after school.
7. 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/coach who is 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 administrator.
 - 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.

Parent Volunteers

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

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

Volunteers will:

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



Volunteers Will Not:

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

Any action by a volunteer that is inconsistent with the Volunteer Code of Conduct or failure to take action mandated by the Volunteer Code of Conduct or the laws of the State of Illinois may result in the removal of the volunteer from working with children and/or youth.

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 wellbeing of the child(ren).

Medication

- **All medication (prescription and non-prescription) must be kept in the student office.**
 - Students, by Illinois Law, are not permitted to carry medications. Contact the school office with questions
- 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 Policy

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

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

1. Parents will notify the school if their child(ren) are found to have lice.
2. Parents will treat (two treatments) their child(ren) for lice using the following Recommended procedures:
 - a. Two treatments
 - i. Over the counter remedy.
 - ii. Prescription remedy.
 - b. Launder affected clothing, bedding.
 - c. Discard pillows, hairbrushes, etc.
 - d. Continue monitoring and treating child(ren) until the problem is resolved.
3. Parents will notify the school of appropriate measures taken to get rid of lice.



4. School

- a. Will provide general information to parents and children regarding the issue of lice.
- b. Child(ren) found to have lice:
 - i. Will notify parents of classmates
 - ii. Will perform check for lice on classmates
- c. Will perform periodic/frequent checks for lice.
 - i. School personnel
 - ii. Volunteer medical personnel
 - iii. Health Department personnel
- d. Following a check at school, will notify individual parent of child(ren) found to have lice.
 - i. Parent must remove child from school to treat for lice.
 - ii. Child may return to school when child is lice and nit free.
 - iii. Follow up checks on child(ren) will be performed.

Injury

If a student is injured, notification is to be made to the teacher and administration immediately.

- 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
- Defibrillators are kept in a case located outside the gym, outside the auditorium and on the second floor at the top of the 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 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

Lost and found items are in the Student Office.

VISITATION

Parents Visiting School/Classroom

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

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

Animal Visitation

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

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



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. Students are NOT permitted to use cell phones during an emergency.

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 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 (or parking lot) 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 (or parking lot).
7. Students should return to their classroom when the "ALL CLEAR" signal is sounded.

Tornado Drill--intercom announcement.

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. 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.

Bikes

Due to the busy traffic pattern around the Aquin Campus, children will not be allowed to ride bikes to school. The safety of each child is our first priority. If this is a concern, please contact the school office.

Field Trip Policy

Field trips are privileges afforded to students. No student has an absolute right to a field trip. For each field trip, the parent or guardian must sign a permission form. If the permission form is not signed and returned, the child may not go on the field trip. A telephone call or another note WILL NOT take the place of the permission form. Parents have the right to not let their child go on a field trip.

STUDENT SERVICES

Guidance and Counseling

The Guidance Department of the Aquin Catholic Schools 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. The Guidance Office assists students in the following areas:

1. *Educational*: contact director of instruction.
2. *Personal concerns*: contact teacher and/or administrators
3. *Registration and course selection*: contact guidance personnel

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.
 - 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 9th 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 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 healthcare 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.

STUDENT INSURANCE

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

MEDICATION AT SCHOOL

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

- 1) A parent or guardian shall provide the school with the physician's orders/prescription detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached.
- 2) The student's parent or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school. (This request form can be obtained in the school office.)
- 3) Medication shall be brought to the school in a container appropriately labeled by the pharmacy or physician. The name of the student and the names of the physician, pharmacy, and pharmacy phone number shall be indicated on the container.
- 4) The school shall provide a locked space for safe storage of the medication.
- 5) The school administrator shall keep a written record of all drug administration. This record shall include the following information: What medication was given, to whom it was given, when it was given (date and time), who administered the medication, the date of initiation of drug therapy in school, if and when a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student's health file.
- 6) Students MAY NOT bring medication (cough drops, aspirin, etc.) to school to be taken on their own. There is always the danger that the medication may be lost or stolen and then be ingested by another student causing harm or allergic reaction. All over the counter drugs must be in their original containers (ex: cannot be brought to school in a baggie or other similar container...)

EXTENDED CARE

Aquin Elementary provides extended day care for students in grades preK-6 wishing to use it.

This service is provided for families attending our school who desire additional, quality supervision for their school-age children before and/or after school. The fee is \$3.00 per hour for the first child, \$2.00 per hour for the second child and \$1.00 per hour for each child after two. The hours of operation are from 6:45 -7:40 a.m. and at the end of the school day until 5:15 p.m. Children must be picked up by 5:15 p.m. or a \$10.00 late fee will be charged. Afternoon extended care will not be provided on days of early dismissal. Extended Care will start the first full day of school and end the last full day of school. Students will be given time to complete homework and will be offered tutoring by a certified teacher/ staff member in the after-school program. Monthly, families using Extended Care will receive a bill with the previous month's charges. All accounts must be paid on time, or a \$10.00 late fee will be charged.

Transcripts

Students may request a transcript by completing the form in the Guidance Office or Student 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.



Transfer of records

If a student's tuition and fees are current, 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.

If a student's tuition and fees are not current, the student's unofficial 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.

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/or the recitation of the Pledge of Allegiance and the Aquin school song.

Backpacks

Students must have backpacks in their lockers. Backpacks are not to be left on the floors of the hallways. They may not take them to class, lunch, etc.

Binders

Students in Grades 7-12 are required to keep and transport their devices in a protective case. It is suggested that students keep all classroom materials in their binders.

Lunch 7-12

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 responsible for paying for lunch each day.
4. Students are not permitted to use devices in the lunch line.
5. Students may not have lunch delivered or brought in from commercial restaurants.
6. Students may only purchase cafeteria food items during their assigned lunch period.
7. Please return trays as soon as the food is delivered to the table.
8. Please return dirty dishes to the kitchen and deposit trash in the proper receptacle.
9. Please keep tables, chairs, and floors clean.
10. Chairs are to be pushed in or stacked upon leaving.
11. **FOOD AND/OR DRINK MAY NOT BE TAKEN FROM THE CAFETERIA**
12. Students who are disruptive or who do not follow cafeteria regulations may lose their cafeteria privilege.
13. Restrooms should be used during lunch periods (with permission).
14. Students may not leave the cafeteria during lunchtime without the permission of a supervisor.
15. Students are encouraged to refrain from cell phone use during lunch. However, students may use cell phones for texting, and social media during lunch unless a faculty member has instructed otherwise.
16. Students must receive permission from the lunch supervisor before making any phone calls.
 - Phone ringers must remain on vibrate or silent
 - Photos and videos are still **prohibited** (this includes Snapchat and all media sharing Apps.)



Lunch K-6

Behavior

Supervising personnel have complete authority in the lunchroom. Any child who cannot be courteous or well mannered may be provided an alternate eating location during the lunch hour. The following rules apply during lunch:

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

School Lunch

St. Joseph Campus provides a school lunch program. The school lunches are obtained exclusively from the Beltline Cafe and are pre-ordered for all students. Order forms are sent home in the brown envelope bi-weekly. The orders must be received prior to 2:55pm on the due date. Late orders will not be accepted. Payment is made directly to Beltline Café and should be sent to school via the family brown envelope.

Sack Lunch

Students may bring a sack lunch to eat at lunchtime. Students are to drink milk, water, and/or fruit juice at their lunchtime. Students are not allowed to drink pop.

On occasion a student may forget to bring his/her lunch. The school WILL attempt to contact home requesting a lunch is brought. The Beltline Cafe will provide the student with a lunch and charge the family accordingly.

MILK AND/OR DRINKS

1) Aquin Preschool and Elementary Students

- a) The St. Joseph Campus students may order milk daily for his/her lunch (and/or preschool break) by pre-ordering it at the beginning of the school year.
- b) Students wishing daily milk for lunch after the beginning of the school year will pay a fair, pro-rated fee determined by the administration.
- c) Students wishing milk only occasionally may purchase milk at lunchtime for \$.30.
- d) If your child does not wish to drink milk, is allergic to milk, etc., another drink (preferably a fruit juice/drink, not pop) may be sent to school with the child. After receiving permission, all children desiring a drink of water may use the water fountain.

Free milk is available to families who qualify due to low income. Information is available to all families at the beginning of the school year and is given to all new families throughout the remainder of the school year. A family may reapply at any time during the school year. All applications are kept in strict confidence. More information is available in the school office.

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 Dean of Students if conduct habitually remains at an unacceptable level.

ILLNESS AT SCHOOL

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



PHYSICAL EDUCATION EXCUSES

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

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 dean and administration will handle any offenses not directly addressed herein.*

Students are permitted 2 dress code violation warnings per semester. After the 2nd violation warning, students are subject to the discipline matrix. SEVERE 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. Please also see the pages that follow, which give a visual of what is acceptable and non-acceptable dress code.

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

PreSchool

Dress Attire: The preschool children are not required to follow a formal dress code. However, the children should always wear modest clothing that is clean and in good repair. It is suggested the children wear clothing that they can easily undo for bathroom purposes.

Shoes: Shoes must be clean, in good condition, and must cover the entire foot including the toes and heels (NO flip-flops/sandals). Therefore, for safety, we recommend tennis shoes for preschoolers.

K-12

K-12 REGULAR UNIFORM	GIRLS	BOYS
TOPS	Solid navy blue or light blue polo shirts, long or short-sleeved <ul style="list-style-type: none"> • Polo shirts must be a minimum of 3-4 inches below the natural waistline and remain tucked in all day. • Shirts must be buttoned and cannot show stomach or back at any time • No capped sleeves, lettering, designs, snaps, zippers, or turtlenecks. • White or gray long-sleeved or short-sleeved undershirts may be worn provided they do not have any designs or lettering 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 Aquino Catholic Schools are acceptable.	
PANTS, BELTS	Navy blue or Khaki dress pants, <ul style="list-style-type: none"> • Pants should be modest/loose in fit • <u>Not allowed:</u> Jeans, denim, or jeans-style pants, Corduroy, Hip huggers, cargo pants, legging, spandex, extra zippers 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.	
SHORTS	<i>(August-October 15, April-June: Dates may be extended or changed by the administrator.)</i> Khaki or Navy Blue Dress Shorts or Capri Pants <ul style="list-style-type: none"> • Dress shorts/capris are subject to the same restrictions as pants • Shorts must be fingertip length 	
SKIRTS & JUMPERS	Female students may choose to wear a skirt (K-12) or jumper (K-6) instead of pants on regular uniform days. <ul style="list-style-type: none"> • Plain black spandex or ‘biker’ shorts must be worn underneath for all grade levels. <p>K-6th grade: 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"> • No shorter than two inches above the knee. <p>7-12 Skirt: Plaid skirt (Item #1065) or skort (Item# 1397) in blue/gold plaid ordered through frenchtoast.com.</p> <ul style="list-style-type: none"> • All skirts must be worn at the natural waistline, may not be rolled up, and must fall to the top of the knee. 	NOT APPLICABLE
SWEATERS/ SWEATSHIRTS	Solid navy blue pullover or cardigan sweaters, or dress code approved Aquino pullover/quarter-zip or hooded sweatshirts <u>purchased from the Aquino Spirit Shop</u> may be worn over-regulation polo shirts	
SOCKS, TIGHTS, LEGGINGS	Socks or tights must be worn at all times <ul style="list-style-type: none"> • Plain white, navy blue, or black tights are permitted. • Plain black ankle-length leggings underneath uniform skirts, with no designs, logos, cutouts, or mesh are also acceptable. 	Socks must be worn at all times
SHOES	Dress shoes, loafers, boat shoes, sneakers, and athletic shoes are permitted. <ul style="list-style-type: none"> • 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. • No Crocs, clogs, heels, sandals, boots, or flip-flops are permitted on regular OR alternate dress days. 	
HAIR	A haircut is considered part of the Aquino uniform. <ul style="list-style-type: none"> • Hair is to be kept neat, clean, and professional. Extreme hairstyles (as determined by the 	



	<p>dean and administration)</p> <ul style="list-style-type: none"> • Unnatural colors (other than black, brown, blonde, natural red/auburn) are not acceptable. • Students are expected to be clean-shaven daily. • No beards, mustaches, long sideburns below the earlobe or other facial hair is acceptable. • You will be sent to the office to shave if you come to school with facial hair. This will count as a dress code violation
BODY ART & PIERCINGS	<p>NO tattoos, distracting jewelry, or writing/drawing on the body are permitted at any time</p> <ul style="list-style-type: none"> • Students may have a single stud piercing in one nostril. For safety reasons, no hoop piercings are allowed on the nose. • Students may have no more than 3 piercings per ear. • No facial piercings besides the single nostril stud are allowed (e.g. septum, tongue, eyebrow, lip, etc.) <p>All jewelry, including earrings, should be small and tasteful in keeping with the decorum of the Aquin Uniform code.</p>

Physical Education

Students in grades 7-12 are to wear a solid-colored T-shirt or Aquin T-shirt and athletic shorts that are at least fingertip length

Special Dress Days

We observe Mass as a school on Thursdays, Holy Days of Obligation, and other days as announced. Therefore students in k-12 are expected to be in their ‘Sunday best’ on Thursdays or any other Mass day.

- Students that do not come on Mass day 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 (Mass) Uniform	GIRLS	BOYS
TOPS	<p>Any color regulation polo shirt OR a nice blouse or sweater.</p> <ul style="list-style-type: none"> • Pullover or cardigan sweaters are permitted over polos. • Blouses and sweaters cannot have cutouts, be see-through, or strapless/tank top style. • Sweaters and blouses should not be low cut and should not show the stomach or back at any time. • NO ATHLETIC PULLOVERS OR SWEATSHIRTS ARE PERMITTED ON DRESS UP DAYS 	<p>K-6 Any color regulation polo shirt or a nice sweater. 7-12: Any color dress shirt with a collar and sleeves and a tie snug around the neck.</p> <ul style="list-style-type: none"> • A sports coat or sweater is optional over a dress shirt and tie. • Pullover crew neck or v-neck sweaters with no buttons or zippers are permitted • NO ATHLETIC PULLOVERS OR SWEATSHIRTS ARE PERMITTED ON DRESS UP DAYS
BOTTOMS	<ul style="list-style-type: none"> • Boys and girls in k-12 must wear solid black dress slacks or dress shorts (during shorts season) • Girls in grades k-12 may also choose to wear a skirt with a blouse. Dress-up day skirts must be at least knee-length and not excessively tight. • Girls in grades k-12 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. 	
SHOES	<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
TOPS	<ul style="list-style-type: none">• Appropriate crew neck T-shirts or sweatshirts/hoodies may be worn.• 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.
BOTTOMS	<ul style="list-style-type: none">• Blue jeans, wind pants, or loose sweatpants are allowed• Shorts may be worn during shorts season. All shorts must be fingertip length.• Pants and shorts must be free of holes, tears, patches, and other forms of distressing• Yoga pants, leggings, jeggings, and pajama bottoms ARE NOT acceptable.
SHOES	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.

Field Trips, Extra-Curricular Activities, and Athletic Events

Clothing is expected to be modest. No tank tops, "beaters", 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 in the beginning of the fall semester and again at the beginning of the spring semester.

Honors Day, Baccalaureate, Graduation

Boys: Shirts, ties, and dress slacks, dress shoes, clean-shaven

Girls: Modest dress or dress slacks/blouse and dress shoes

No decoration of the graduation cap permitted

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

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.***

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 - except at lunch OR with faculty permission. 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 and/or fine
- During class time: Confiscation and/or fine and 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. This policy will be clearly indicated on the instructor's syllabus. If a student fails to comply with the instructor's guidelines stated in his/her syllabus, 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.
2. A behavior log will be written by the instructor and the behavior log will be emailed home.
3. For the first offense, the student will not be able to retrieve the electronic device for 24 hours from the time the device was taken.
4. A student's second offense will be three days from the date and time the device was taken, and a behavior log.
5. A student's third offense will be five days from the date and time the device was taken, a behavior log, and a formal letter sent home from the administration. The letter will indicate the student's negligence on the previous occasions, and the final step listed below in 'C' under "ACCEPTABLE TECHNOLOGY USE".
6. A student's fourth offense may result in a withholding of the student's device until the end of the school year. The device will be labeled, and safely locked in a secure location. In addition, an administrative conference will be held with the student and their parents to remedy the defiant behavior.

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 online 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 Administration and/or Discipline Committee.

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). Students may use a water bottle with a secure lid during classes.
- Eating or drinking outside the cafeteria at any time 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 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 administration.

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 chew gum at school.

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. Passes should be obtained only for restroom emergencies and to keep appointments.

Hall Posters

Any posters, advertisements, or other displays in the hallways and cafeteria must have the 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.

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. Cell phones are not permitted in the library or during study hall without permission from the Librarian or supervising faculty. 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. **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 administration 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 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.

Hall Posters

Any posters, advertisements, use of the school's name, or other displays in the hallways must have approval of the administration and are to be placed on designated bulletin boards.

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.

- **Inappropriate driving will result in loss of driving privilege.**
- Students may not go to the parking lot during the school day unless accompanied by a school staff/faculty member. Loitering, sitting in cars, etc. is not permitted either before or after school.
- **All Aquin rules apply to the parking lot.**

Planners

- It is strongly encouraged that all students choose a paper or electronic planner to organize their time, assignments, etc.

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.
- Student cell phones are **ONLY** permitted to be used with faculty permission.

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

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, beverages or cell phones are allowed in study hall without supervising faculty's permission.

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.

Cell Phones

In order to provide the best possible education in the best possible learning environment, which can be compromised by ringing cell phones, the following applies. Cell phones may be brought to school to be used for technology/learning purposes only. Students should not use them to make phone calls to parents during the school day (unless permission has been given). *Absolutely no photos or videos should be taken by students with their phones, tablets etc... (unless it is for classroom purposes and permission has been given.)*

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing cell phones to school and be subject to disciplinary measures.

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

STUDENT BEHAVIOR

It is the school's expectation that:

STUDENTS WILL OBEDY 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, dances, 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. This prohibited conduct also extends to the use of technology ("Cyberbullying") as a tool to harass or cause harm.

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



"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyberbullying"), 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
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 email, web sites, text messaging, electronic photos or videos & social media (i.e. Facebook, Twitter, Instagram, SnapChat, TikTok, etc.) to harass or intimidate. *These lists are meant to be illustrative and non-exhaustive. Students who violate this policy will be subject to the discipline policy of the school.*

Students who violate this policy will be subject to the discipline policy of the school.

Reporting Conduct and Notifying Parents/Guardians

Any school personnel or parent/guardian who becomes aware of bullying conduct shall promptly inform the school administration. Within twenty-four (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.

Investigating Reports of Bullying

The school administrator shall take all necessary steps to investigate the reported misconduct within ten (10) school days of the school administration being notified. However, information may be discovered during the course of the investigation that extends the investigation beyond ten (10) school days.

Response to Bullying Procedure:

This policy is to be communicated by each Diocesan school principal to the school's students and their parent/guardian annually. This policy will be reviewed/updated every 2 years and filed with the State Board of Education after being updated. Any behavior of a student which, in the School's discretion, puts that student at risk for aggressive behavior, include bullying, shall be reported by the Diocesan school principal to the parent/guardian of the student committing the behavior, and the parent/guardian may be required to investigate early intervention based upon available community-based resources.

DISCIPLINE

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 are to contribute to the learning environment. To achieve this, the students should raise their hand, have supplies and homework ready, participate correctly, and listen well. A self-disciplined student demonstrates the following skills:

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

Catholicity and our expression of it are the basic goals of Aquin Elementary. The school believes that all students can behave appropriately; therefore, in order for the school to guarantee the excellent learning climate deserved by each child and all the students in the school, it is necessary to implement the following disciplinary plan.

Following is the school's discipline policy:

- Behavioral logs may be completed on FACTS if a student chooses to break a school rule.
- The person in charge will write the behavioral log(s) at the time of occurrence.
- A student, who chooses to break any of the following rules in a serious manner, (e.g. fist fight, bullying, harassment, theft, vandalism) may receive additional consequences to be determined by the administration and classroom teacher.
- Any student who receives his/her fifth detention will be required to serve a full day suspension, in school, out of his/her regular, assigned classroom. In addition, the student's situation will be reviewed and he/she may or may not be granted the privilege of attending the school's outside activities.
- The sixth detention will require consideration for expulsion by the Aquin Catholic Schools Council of Administration.

Disciplinary measures beyond a behavior log or detention include the following:

In-school Suspension

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

Out-of-school Suspension

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

Expulsion

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



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

PROHIBITED MISCONDUCT

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 (plagiarism).
5. Using test data from another student.
6. Using math-solving apps including but not limited to Mathway and/or Photmath.

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

Use of AI software

Aquin students are prohibited from using AI software tools and apps which are considered a form of cheating.

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: 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/Bullying

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.

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

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



Harassment and bullying includes, but is not limited to:

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

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.

Disrespect

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

PREVENTATIVE MEASURES FOR A SAFE SCHOOL ENVIRONMENT

Weapons and Alcohol

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

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

Gangs

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

Inspection/Searches



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

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.

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.

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



DISCIPLINE MATRIX

The administrators, teachers, Deans of Students, and Committee of Discipline 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
- 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 additional 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.

Discipline Matrix

- 1st Behavioral Offense-30 minute detention to be served w/Dean of Students.
- 2nd Behavioral Offense-45 minute detention to be served w/Dean of Students.
- 3rd Behavioral Offense-Student and parent(s) are required to meet w/Dean of Students and Administration 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 and/or a service plan for a Freeport area non-profit. Time served under this plan may occur on a weekday or weekend.

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 on 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.

- 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. After-school Suspension

- a. Served at school from the end of the school day until 7:00 p.m. for one to three days.
- b. Student will eat lunch in an area isolated from his/her peers and no electronics will be permitted.

2. Out-of-school Suspension

- a. Served at home for up to ten days.
- b. Homework must be completed but may be subject to a grade penalty.

- 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 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 ensure fairness has been afforded to the student. The committee may make recommendations for further disciplinary action. Members of the Committee of Discipline are the administrators, dean team, and priest(s).



PLAYGROUND REGULATIONS

Recess is supervised with organized activities. The following games or equipment are not permitted: hard balls and bats, hard footballs, Frisbees, and skateboards. Nerf balls are permitted. All children are expected to go outside during recess, unless special arrangements have been made. If it is necessary for your child to remain indoors during recess, notification must be given in writing. No child may stay indoors for recess for more than two days without a doctor's excuse.

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

The following rules will be observed on the playground:

- 1) Students are to obey the recess supervisors.
- 2) Students are to walk to and from the playground.
- 3) Students are not to leave the playground without permission.
- 4) Students are not to eat on the playground.
- 5) Students are to ask recess supervisors to get a ball that has left the playground.
- 6) Students are not to throw snowballs.
- 7) Students are not to climb or hang on fences or trees.
- 8) Unnecessary roughness will not be tolerated.
- 9) Students will not be allowed into snow piles unless they have snow pants, boots, and jacket.

CODE OF CONDUCT

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

CELL PHONE RULES, EXPECTATIONS, AND DISCIPLINE

Responsible student cell phone use is of the utmost importance. Students should remember that having cell phones is a privilege and using cell phones responsibly is a requirement.

GRADES 9-12

Students are expected to adhere to all rules and regulations pertaining to cell phone use in school including but not limited to:

- Cell phones should be put away and silenced during all class periods unless permission is granted from faculty
- Cell phones should not be used for any misconduct including but not limited to bullying or cheating
- Cell phones are not permitted in the bathrooms. Students must turn in their cell phone when receiving a hall pass for bathroom use.



- Individual classroom rules regarding cell phones should be followed as each faculty member instructs
- All other rules and regulations articulated in this handbook still apply

Disciplinary Measures

Violating the established cell phone policy will result in disciplinary measures such as:

- If a student receives three (3) behavior logs related to cell phone use, that student will be required to turn in his/her cell phone at the beginning of the day to the Dean of Students and pick up his/her cell phone at the end of the school day. Effective immediately upon receiving the third cell phone related behavior log and lasting the remainder of the school year.
- Refer to [Electronic Devices in the Classroom](#) for further information regarding disciplinary measures.

GRADES 7-8

Students are expected to adhere to all rules and regulations pertaining to cell phone use in school including but not limited to:

- Students are expected to turn in their cell phones to their first period teacher at the beginning of the school day and retrieve their cell phones from their homeroom teacher at the end of the school day.
- Students may alternatively choose to leave their cell phones at home or with their parents.
- Students may not keep their cell phones in their bags, lockers, or on their person during the school day.

Disciplinary Measures

- Students caught carrying or using their cell phones will be referred to the Dean of Students and the cell phone will be turned into the office.
- Refer to [Electronic Devices in the Classroom](#) for further information regarding disciplinary measures.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Diocesan Administration

In accord with Rockford Diocesan Policy 6200 “All elementary and high school athletic programs associated with Catholic schools in the Diocese of Rockford shall be under the jurisdiction of the local school principal. The athletic director will be accountable to the principal.” --Or in our case, the superintendent and administrative team.

Diocesan Athletic Program Requirements

- 1) A candidate for an athletic team may not practice or play in a game until he/she has filed with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year and a proof of insurance waiver signed by the parent/guardian.
- 2) Lower grade (through 6th) programs shall have as their primary emphasis instruction and participation. Upper grade (7th and 8th) shall emphasize instruction, participation, and competition.
- 3) Coaches and athletic directors must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character.
- 4) It shall be the responsibility of the host school to lead those assembled in a public prayer and the recitation of the pledge of allegiance or playing/singing of the national anthem.
- 5) It is mandatory that all team members who are listed in the official scorebook for each contest be given playing time. Every member listed in the book must enter and play in the game/match/contest before it ends. Likewise, it is mandatory that all team members who are listed in the official scorebook sit out a portion of each contest. Exception: When the number of team members is equal to the number of athletes necessary to field a team.
- 6) Host schools are responsible for having a designated person in charge of the game facility at all times. Such person will notify visiting coaches of his/her role.
- 7) Each school shall establish, implement, and communicate scholastic eligibility requirements for its students.
- 8) Each school shall establish, implement, and communicate conduct eligibility requirements for its students.
- 9) Religious activities take precedence over all athletic activities.
- 10) Any Diocesan Invitational Tournament sponsored by a Diocesan school must follow IESA rules and regulations (See 4 under Diocesan Sport Limitations and Specifics.)



- 11) A properly equipped first aid kit must be available to coaches at all practices and] contests.
- 12) IESA rules and regulations shall govern play in each sport. If no IESA regulation exists, decisions are to be made by the Conference.

Diocesan Requirements for Coaches

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

Diocesan Spectator Guidelines and Expectations

- 1) All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.
 - a) Fans are expected to be courteous and respectful of the host school facility and those in authority.
 - b) Obscene language and behavior will not be tolerated.
 - c) Kicking and stomping on bleachers is unacceptable.
 - d) Local host rules regarding food and drink in gyms must be observed.
- 2) All student spectators are to be accompanied by a responsible adult.
- 3) IESA rules governing sportsmanship and spectators shall apply in all cases.

Diocesan Sport Limitations and Specifics

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

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



five interscholastic meets/contests.

Aquin 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:

1. **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.
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 1st, 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--this form comes from FACTS.
 - c. **Athletic Agreement Form**
 - i. Per IHSA Policy, every Senior High athlete must have a drug-testing consent form completed and on file in the Student Office.
 - ii. Per IHSA Policy, every student and 1 parent/guardian of student must have a concussion awareness form completed and on file in the Student Office.
 - iii. 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 Student 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.

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 choice to compete in the Aquin athletic program must take precedence over 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

Events must be 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 9:00 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 must 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, and give written verification that their son/daughter will not be riding in the school provided transportation back to Aquin.
- In the event that parents request their child to go home with another student's parent(s), a written verification **MUST** be signed by the student's parent and turned into the coach at least 24 hours in advance.

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.

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:

1st 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.

2nd 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.

3rd 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:

- **1st Offense:** Written apology and **one game** suspension.
- **2nd Offense:** One week suspension
- **3rd 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 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.
- 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 6am or extend past 10:00pm, 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 the 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** in 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 website, 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.
- Students 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 to 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 from 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.]
3. 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.
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 schools 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 District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's website without the authorization of the appropriate

D. District 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, District 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 District-sponsored activity, or otherwise be authorized by the appropriate District 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 District administrator. All contents of a website 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:
 - 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



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 administration to review the limitation. The decision of administration shall be final.

ASBESTOS DISCLAIMER

(From the Diocese of Rockford Property Management Office)

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

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

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

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

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

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

If you have any questions, pertaining to our program, please contact the principal at 815-235-3154.

HANDBOOK CHANGES

The Aquin Catholic Schools Administration reserves the right to revise this handbook.