



2020-21 PARENT AND STUDENT HANDBOOK

Archbishop Hoban High School

Mission Statement

We are a Catholic high school in the Holy Cross tradition.

We celebrate our diversity, value each person, and welcome one another with the hospitality of Christ.

As a family of learners, anchored in gospel values, we empower each other to grow spiritually, develop intellectually and reach out in service to others.

Within an innovative and orderly learning environment, we are committed to challenging each student in both heart and mind to be a compassionate individual, a lifelong learner, and a responsible steward of God's creation.

Administration

330-773-6658

Principal	Dr. Emily Ramos	213
Associate Principal	Br. James Spooner	214
Associate Principal for Academics	Katelyn Seliskar	220
Associate Principal for Student Services	Jennifer Mattes	236
Associate Principal: Dean of Students	Tim Lucey	214
Administrative Assistant for the Central Office	Janet Wood	224
Administrative Assistant to Dr. Curry	Kim Furlong	210

Attendance

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Student Services

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School Counselor A-G	Kate Ribovich	242
School Counselor H-N	Molly Doenges	246
School Counselor O-Z	Katie Surface	221
College Counselor A-K	Jennifer Mattes	236
College Counselor L-Z	Elaine Reichart	284
School Counselor: Special Projects	Heidi Maltempi	274

Athletic Office

330-773-9107

Athletic Director	Tim Tyrell	263
Assistant Athletic Director	Matt Bing	262
Administrative Assistant	Corey Westover	240

Business Office

330-773-6658

Vice President for Finance and Operations	Mitch Cupach	218
Finance Associate	Jeanie Fausnight	223
Finance Associate	Susan Miles	234

Technology Integration Coordinator

Tom Hottinger 259

Holy Cross Core Values

Divine Providence Option for the Poor	Educating Hearts and Minds Inclusiveness	Excellence Family	Integrity Hope	Discipline Zeal
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General Policies

Admission

Admission to Archbishop Hoban High School is open to applicants who have indicated their ability to follow the course of studies provided by the school and whose conduct has been such as to recommend them. Before acceptance, the school requests academic records, standardized test scores, and teacher recommendations from schools of current or previous attendance. Students wishing to utilize the Jon Peterson Scholarship must also provide the school copies of their more current evaluation team report (ETR) and individualized education plan (IEP)/service plan.

If a student seeks to transfer into Hoban from a local high school, the student must submit a letter to the director of admissions explaining the reasons for seeking the transfer. Current transcripts, attendance records, and disciplinary records must be presented. The Admissions Review Board will consider the request.

A placement examination, required for incoming freshmen, is conducted through Scholastic Testing Service. A follow-up conference with the Admissions Review Board may be held after academic records have been reviewed and placement recommendations made. Transfer students enter with a probationary status. Transfer students from local high schools are generally not admitted into the senior year.

Archbishop Hoban High School does not discriminate on the basis of age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or socio-economic status in the administration of its policies and programs.

Family Contract

The aim of the entire Hoban community is the spiritual, academic, emotional, physical and character development of the student. Specific characteristics will identify the Hoban student. There will be openness to growth, as the student becomes intellectually competent. The student will also become a loving person of faith. There will be development toward becoming a self-disciplined person.

The Hoban student will accept responsibilities and be sensitive to the needs and concerns of others. The student will contribute to the school's educational environment and will understand and support policies, procedures and philosophies that will enhance development toward becoming a mature, responsible and self-disciplined person.

These guidelines are essential to the total developmental process of all Hoban students. Rules are necessary to help members of a community grow. By maintaining a personal attitude in which the student realizes the significance and importance of these guidelines, the person will truly become a self-disciplined individual.

Parent(s), guardian(s) and student(s) at Archbishop Hoban High School, through enrollment, agree to follow these guidelines as part of their personal choice for the student to attend this school. Parental signature on the registration form affirms acceptance of the family contract.

Roman Catholic Faith Activities

Archbishop Hoban High School is a Catholic high school in the Holy Cross tradition. As such there are communal activities related to the practice and expression of the Roman Catholic Faith integral to our identity. Respectful participation is therefore required of all students.

“Made in the Image and Likeness of God”

Archbishop Hoban High School seeks to create and to foster a Catholic School Community in which all individuals are treated with dignity, integrity, and respect. And in light of this, every person has a human dignity which Archbishop Hoban High School is committed to enhance and protect. We believe that all individuals are ‘created in the image and likeness of God.’ For these reason the Hoban community is one in which all faculty, students, and staff are entitled to pursue their fullest spiritual, intellectual, physical, social, and emotional potential. Disrespect of any kind interferes with this development and therefore will not be tolerated.

Right To Amend Handbook

The Administration of Hoban retains the right to make amendments to this handbook during the course of the school year for just cause. In the event that changes are made, the parents will be given prompt notification of such changes in writing through regular mailings to the home, or electronic postings.

Student Place of Residence

- Parents or guardian should notify the Central Office when a student's residential address changes.
- Students not living with their parents or guardian must have the written permission of their parents or guardian.

Honor Code

The Honor Code is as follows:

- As a family of learners rooted in gospel values and committed to I will tell the truth.
- I will do my own work, without illicit assistance.
- I will work to encourage honesty.

As a family of learners rooted in gospel values and committed to creating and maintaining an orderly learning environment, the Archbishop Hoban High School community voluntarily commits to the following code of conduct. Integrity is a Hoban Core Value, and along with honesty, both are essential values that are imperative in a just and humane society. To uphold the Honor Code is to act honestly in all situations. An honorable person upholds the Code out of a sense of self-worth and a desire to function within a trusting and trustworthy community. The ultimate goal of the honor code is to promote academic integrity.

- Every academic year, each student will be required to sign the honor pledge. The pledge states:
- *I value my character and our community of trust and I choose to uphold the Honor Code of Archbishop Hoban High School.*
- On tests, quizzes, papers and assignments, students may be asked to write the following Honor Code Statement: *On my honor, I have neither given nor received illicit aid on this (exam, quiz, test, paper, assignment, etc.)*
- Students may also be asked to write the following statement:
- *To the best of my knowledge, students in this class have abided by the Archbishop Hoban High School Honor Code while taking this (exam, quiz, test, etc.)*

These behaviors are unacceptable and violate the Honor Code:

- Lying: Any action of deceit, deception, or fraud.
- Cheating: Giving or receiving illicit help in schoolwork.
- Examples include: deception, the use of illicit help on tests or assignments, including the use of electronic devices; illicit copying or illicit help on an assignment; providing or obtaining questions or answers before or during a test or quiz; altering and resubmitting graded assignments; using false excuses for extensions.
- Plagiarizing: Presenting the words or ideas of someone else as one's own without proper acknowledgement. Examples include: submitting someone else's work as one's own; failing to use proper documentation; reusing an assignment and presenting it as new work; making up data; citing nonexistent sources; downloading work directly from the Internet; violating copyright regulations.

Students uphold Academic Integrity by:

- Honestly attempting to do assignments and homework correctly and to completion.
- Being present, prepared, alert and engaged during each class.
- Preparing specific questions to ask the teacher when the student does not understand.
- Attempting to see the teacher outside of class if the student needs help.
- Abiding by the limits for authorized help and collaboration for each assignment.

Parents promote Academic Integrity by:

- Providing written acknowledgment that they support the honor code.
- Engaging in honorable behavior that provides students with a positive example for adhering to the honor code.
- Supporting the faculty and administration in upholding the honor code.

Teachers promote Academic Integrity by:

- Maintaining orderly learning and secure testing environments
- Instructing students on proper documentation for all assignments that include referencing others' ideas or words.
- Articulating the limits for authorized help and collaboration for each assignment.

- Reporting all honor code violations and potential violations to the administration with documentation of alleged offenses.

Administrators promote Academic Integrity by:

- Providing time within the school schedule for faculty, parents and students to have adequate knowledge of the honor code.
- Holding students and teachers accountable for their responsibilities for maintaining the honor code.
- Maintaining cumulative records of violations of the Honor Code.

When an infraction occurs, the student, teacher and Dean of Students will meet to discuss the incident. The Dean of Students will notify the parents or guardian of the infraction, and the students will receive a notice of the consequences. Ordinarily the student may receive a grade of zero for tests and assignments. The student may be referred to the Academic Review Board for further action.

Portions of the Hoban Honor Code are printed with permission of: Bishop McNamara High School, Gilmour Academy, George Mason University, James Madison High School, Langley High School, and St. Mary's Ryken High School.

Confidentiality

Accurate and thorough individual permanent and cumulative records will be maintained for each student enrolled at Archbishop Hoban High School. These records will include student's report cards, test scores, attendance records, and reports from professionals or other pertinent information, which is relevant to the student's tenure at Archbishop Hoban High School.

It is the policy of the school to implement any and all requirements of the Family Educational Rights and Privacy Act ("FERPA"). Parents of any student who is or has been in attendance at Archbishop Hoban High School have the right to inspect and review the education records of their child. Access to education records shall be made to parents after a written request, within forty-five days after the request has been made. With the exception of the parents and those employees of Archbishop Hoban High School who would have access to education records within the normal course of business, all student records shall remain confidential.

Transcripts and student records are the property of Archbishop Hoban High School. It is the policy of the school that transcripts and student records will not be issued, and copies of student records will not be sent to another school until all financial accounts are settled and all technology returned. A written request must be received by the school for records to be released.

Academic Policies

The Academic section of the Parent-Student Handbook contains the policies regarding the academic program and a listing of the courses offered, along with a brief description of the course content and credit for the academic offerings of Archbishop Hoban High School. Course offerings include a strong Honors Program, a College Preparatory Program, and elective courses.

There is no one program of studies that is suitable for all students. Individual programs of study must be developed in the light of student interest, ability, and future goals. The variety of classes offered at the school permits wide latitude, especially in the junior and senior years, for the pursuit of individual interests and goals. Successful completion of the core requirements will ensure that the student is well prepared for Christian leadership, effective citizenship, and further education.

Students and parents should study this guide carefully so that all requirements are met and suitable electives are chosen to prepare adequately for the future and to use time effectively. The Hoban Administration, the Student Services Department, and the teaching staff can help make these important decisions. Each student's academic program must be approved by the parent or guardian at registration each year.

So it is that while the Catholic School fittingly adjusts itself to circumstances of advancing times, it is educating its students to promote effectively the welfare of the earthly city and preparing them to serve the advancement of the reign of God. The purpose in view is that by living an exemplary and apostolic life, the Catholic graduate can become, as it were, the saving leaven of the human family.

The Declaration on Christian Education Vatican Council II

Graduation Requirements

Religious Studies	4.00 Units
Christian Service	1.00 Units
English	4.00 Units
Mathematics	4.00 Units
Science	3.00 Units
Social Studies	3.00 Units
Physical Education	0.50 Units
Health	0.50 Units
Visual or Performing Arts	1.00 Units
<u>Additional Credits</u>	<u>4.00 Units</u>
Total	25.00 Units

- Students are required to take a Religious Studies course each semester, an English course each year and a math course each year. Mathematics must include one (1) unit of Algebra II.
- Science must include one (1) unit of Biology, one (1) unit of a physical science and one (1) unit of advanced science.
- Social Studies must include one (1) unit of US History or AP US History and one half (1/2) unit of Government.
- Additional units must include one sequence or any combination of world language, visual arts, performing arts, mathematics, science, technology or social studies.
- Two to three (2-3) units of credit in a World Language are strongly recommended.
- Students must pass a State of Ohio mandated test to receive a diploma.
- The Christian Service Program is a graduation requirement. Each student is required to complete the hours of Christian Service as specified for each year of attendance at Archbishop Hoban High School. In the senior year, students will also submit an essay about their service experience. Students who fail to meet the application deadlines will be assigned additional hours of service.

Freshmen – 10 hours (Pass or Fail)	Junior – 20 hours (Pass or Fail - 1/4 Unit)
Sophomore – 15 hours (Pass or Fail - 1/4 Unit)	Senior – 30 hours (1/2 Unit)

It is each student's responsibility to check with the counselor to verify completion of graduation requirements.

To be eligible to participate in the graduation ceremony a student must have met all graduation requirements and financial or other obligations.

Grade Level Classifications

To be classified in a grade level, a student must have:

Sophomore	5.75 Units
Junior	11.75 Units
Senior	18.00 Units

Failure to meet the above requirements may result in re-classification if the student does not make up work in summer school or withdrawal from Hoban.

Class Load

Students must take six (6) courses each semester. A balanced program of both required and elective subjects should be planned.

If a student receives permission to enroll in a seventh class, he or she must realize the heavy time commitment required since there can be no study hall during the school day. When enrolled in a seventh class, therefore, a student must plan how to complete daily assignments, how to get tutoring or how to make up work when absent. Time obligations for co-curriculars and work should also be considered.

Students who want to earn a Hoban diploma should plan to spend their senior year at Archbishop Hoban High School.

Honors and Courses Offering Potential College Credit

The purpose of these opportunities is to promote rigorous academic excellence and provide a wide variety of options for students. These options are open to all qualified students who meet both Hoban and the university prerequisites for enrollment.

There are three types of courses at Hoban which can result in college credit. In all cases, the college to which a student is admitted determines if the credit is accepted. Students and parents should consult with the admission counselor and visit the college website for their policy on credit earned in high school.

During the annual registration for Grades 10, 11 and 12, with a teacher’s recommendation, students may enroll in Honors, AP, CCP and ACC courses. Teacher’s recommendation of students are based on an evaluation of their class work and work ethic in their current or subject related courses at Hoban.

Advanced Placement (AP) courses are taught by Hoban faculty using the curriculum approved by the College Board. Successful completion of coursework in the Advanced Placement Program allows students the opportunity to take the AP exam in May. Students who earn a score of a 3 or higher on the AP test receive credit that is accepted by many colleges and universities. Students can only receive such credit if they take the AP test. Students will be required to pay a fee to take the AP exam.

Advanced College Credit (ACC) courses through Saint Louis University (SLU) are taught by Hoban faculty who are adjunct professors of SLU. Students who successfully complete their course(s) are granted college credit through SLU. The ACC courses are accepted at many colleges and universities nationwide. There is a per credit hour fee associated with taking ACC credits through the university.

College Credit Plus (CCP), funded by the Ohio Legislature, allows students to take college classes at either Hoban or on a local college campus. Taking CCP courses are free for students after completing an application and meeting the program requirements. Students who choose to attend an Ohio public college or university are not charged tuition and fees or for textbooks. Students who decide to take classes at a private college or university may have limited costs fees or textbooks. Students who successfully complete CCP classes will receive both high school and college credit without taking an exit exam. Currently, Archbishop Hoban High School has students participating in CCP courses through Walsh University, the University of Akron, and Stark State College.

Grading System

Letter Grade	Numerical Range	Quality Points	Honors Quality Points	Description
A+	99-100	4.33	4.83	Superior
A	95-98	4.00	4.50	
A-	93-94	3.67	4.17	
B+	90-92	3.33	3.83	Above Average
B	87-89	3.00	3.50	
B-	85-86	2.67	3.17	
C+	81-84	2.33	2.71	Average
C	77-80	2.00	2.25	
C-	74-76	1.67	1.67	
D+	72-73	1.33	1.33	Passing
D	70-71	1.00	1.00	
D-	68-69	0.67	0.67	
F	0-67	0.00	0.00	Failure to fulfill Minimum Standards
	63% is the lowest grade for a quarter grade.			
I	Incomplete			
P	Passed			
AU	Audit			
W	Withdrawn			

All Incomplete grades (I) for a grading period must be made up within two weeks of the end of the grading period.

It is the student's responsibility to make up incomplete class work within a few days upon returning from an absence. Teachers will explain their make-up policy.

The semester grades in all courses are included in the cumulative GPA calculation, except courses with Audit (AU) status, which receive no credit.

After seven semesters, the senior with the highest cumulative GPA qualifies to be Valedictorian and the one with the second highest cumulative GPA qualifies to be Salutatorian. All other graduation requirements must be met for these honors to be finalized for graduation day. Students must be enrolled at Hoban for at least four (4) semesters to be eligible for these honors

When a student transfers into Hoban, quality points are assigned to courses taken at another school according to Hoban's scale. Honors points are only awarded for courses comparable to Hoban's course.

If a student has completed a course similar to a Hoban course prior to entering Hoban, the student may choose to take a Hoban test to demonstrate proficiency according to Hoban's standards. Those who meet the standard may be placed in the next course in the Hoban sequence. Work prior to Grade 9 may not fulfill a graduation requirement.

Credit may be granted for a course taken prior to Grade 9 if the transcript or written verification indicates the prior school has granted credit and if the school verifies that the course was taught by a teacher having a teaching license with the appropriate high school accreditation for the course. The credit will show on the transcript but will not count toward GPA nor graduation requirements.

Jon Peterson Special Needs Scholarship Program

The Jon Peterson Special Needs Scholarship Program provides scholarships to students who are eligible to attend kindergarten through 12th grade and have an Individualized Education Program (IEP) from their district of residence. The amount of each scholarship is based on the disability identified on the student's IEP as classified into categories set by the state legislature.

Semester Exam Schedule

Implemented during the 2018-2019 School Year.

	Exam Day 1	Exam Day 2	Exam Day 3	Exam Day 4
8:00 – 9:30	Period 1	Period 3	Period 6-7/7-8	Period 10
9:30 – 9:45	Break	Break	Break	Break
9:45 – 11:15	Period 2	Period 4-5/5-6	Period 9	Make up exams
11:15 – 11:45	Break	Break	Break	
11:45 – 1:15	Make up exams	Make up exams	Make up exams	

1. Each exam period lasts 90 minutes and it will count as 20% of the semester grade. Each class will have an exam, project, etc., to be completed during the exam period. Parents will be notified if the Semester Exam is completed other than on the Exam Day specified, or no Semester Exam will be administered. Each teacher proctors his/her own class and study hall group during the periods on this schedule.
2. Teachers may have multiple sections to the semester exam (e.g. an essay and a multiple choice portion), some of which to be completed outside of the exam period.
3. No Student can make up a semester exam unless a change of testing time has prior administrative approval.
4. A student may arrive for the exam period if there is no early exam. They may also leave if no exam follows the exam, that was taken. Once a student leaves the school grounds, he/she may not return until the exam day is over.

For example: A student has Study Hall Period 3. He/she may arrive in time for the Period 4-5/5-6 Exam.

5. There are no retakes of semester exams.
6. Second Semester Exam Policy for Seniors:

- All seniors will take the semester exam in a one-semester course.
- In a two-semester course, the department will decide whether the exam is required for all students.
- Exams occur on a regular school day, and may require 50-90 minutes.
- In a two-semester course, the department may decide that seniors are exempt from the exam if they maintain a minimum of C for the third quarter, as well as a minimum of C in the fourth quarter at the exam time. This possible exemption will be made known to students in these courses at the beginning of the third quarter.

Report Cards and Interim Reports

PowerSchool, the student information system used by Hoban, provides continuous information on a student's progress in each course. Parents and guardians can, therefore, monitor their child's class work any day. Paper report cards are distributed or mailed at the end of each quarter. Paper copies of an Interim Reports, at the midterm of a quarter, can be mailed to parents and guardians who request the paper copy.

Teachers include comments at interim time, the mid-point of each quarter, if a student is failing or near failing, and the end of each quarter to indicate their estimation of the student's effort and/or involvement in class. They can be read in PowerSchool by clicking on the course grade for the quarter grading period (Q1, Q2, Q3, Q4.) After the mid-point of a quarter, if a student's progress changes and he or she is in danger of receiving an F, the teacher will notify the parent.

Specific progress on the IEP goals of all students on the Jon Peterson Scholarship is reported to the Ohio Department of Education quarterly. These reports are made available to the parents. Through the use of email, phone messages, and personal interaction, communication between parents and these students is a high priority.

Honor Roll

In order to be listed on the Honor Roll each quarter, a student must have a 3.000 average for the quarter, with no grade lower than a C-. If a student has a 3.000 GPA and a grade lower than C-, the student may appeal to the Academic Review Board to be listed on the Honor Roll. No student may be included on the Honor Roll until any Incomplete grade has been made up.

There are three Honor Roll classifications:

Highest Honors	3.85 - 4.83
High Honors	3.50 - 3.84
Honors	3.00 - 3.49

The Honor Roll is published at the end of each of the first three grading periods. Students on the Honor Roll for the first three quarters qualify for a Scholastic Honor Award.

Parent – Teacher Conference Days

Parent – teacher conference days provide the opportunity for parents and guardians to discuss their student's level of achievement face-to-face with teachers. Conferences are held from 2:30 to 8:00 p.m. at the end of the first quarter and mid-point of the third quarter. Conferences are scheduled online; information is provided on the Parent Weekly Update with dates and the web address for scheduling conferences. Parents are always welcome to email a teacher with their questions and concerns.

Academic Review Board

The purpose of the Academic Review Board is to uphold Hoban's standards of academic excellence. This board consists of five (5) teachers and is chaired by the Associate Principal. To meet this purpose, the Academic Review Board has these specific duties:

1. To select two Academic and two Chivalrous Knight on each grade level each quarter.
2. To meet as indicated for violations of the Honor Code.
3. To meet when teachers request the right to exercise the Special F option.

Support Services Program

Archbishop Hoban High School is based on our Holy Cross Core Values which includes *educating hearts and minds, excellence and inclusion*. Students on the Jon Peterson Special Needs Scholarship at Archbishop Hoban High School will receive services in relation to the students' IEP in the Student Success Center and will be expected to fulfill all requirements needed for graduation. We realize that the needs of each student vary. Archbishop Hoban High School employs a faculty member licensed as Intervention Specialists through the Ohio Department of Education. Additionally, students have access to part-time tutors who are licensed through the Ohio Department of

Education in various content areas. Students' IEPs and ETRs are monitored regularly. All IEPs are reviewed and updated annually. Teachers are notified of accommodations and updates as needed.

Academic Difficulty Intervention

Hoban teachers and administrators are dedicated to the mission of the school. They pride themselves on the diversity of the Hoban student body and strive to maintain its comprehensive nature. They believe that they have an obligation to help monitor each student's academic progress and effort. For these reasons, there is a three-part process for intervening when students demonstrate inadequate academic progress. This process extends from year to year.

1. Academic Probation

A student is placed on Academic Probation if he or she received 2 F's or has a G.P.A. below 1.500 at the end of the quarter. Students and their parent or guardian will be notified in writing of this action. The student and parent or guardian working with the school may develop a plan of intervention. It is primarily the responsibility of the student, with the support of his parent or guardian, to carry out this plan. At school, teachers and counselors are available for assistance.

2. Academic Advisement

A student on Academic Probation for two (2) consecutive quarters will be placed on Academic Advisement. At this time, the student will meet with the Associate Principal for Student Services to address his/her academic problems. Recommendations for improvement will be discussed at this meeting.

3. Academic Alert

A student on Academic Probation for three (3) consecutive quarters will be placed on Academic Alert. The student and parent or guardian will meet with the Student Services Committee to discuss the academic problems and make further recommendations in an effort to help the student improve. Failure to improve academically may result in the Committee recommending that the student withdraw from Archbishop Hoban High School.

4. Academic Failure

At the conclusion of each school year, students who have a cumulative GPA less than 1.500 could be asked to withdraw from Archbishop Hoban High School.

5. Request to Withdraw

The administration reserves the right to ask a student to withdraw at any time if he or she: 1) fails to comply with Archbishop Hoban's disciplinary policies and/or 2) fails to meet Archbishop Hoban's academic standards.

Information Requested By Colleges and Employers

- A complete transcript of grades and credits (permanent record.)
- National and standardized test scores (permanent record.)
- Absence and tardy record (permanent record.)
- Involvement in co-curricular activities, academic groups, clubs, and athletic teams (permanent record.)
- Recommendation(s) of the Principal, Associate Principal for Student Services, guidance counselor or teacher.

Absence As It Affects Grades

1. Students who are absent from nine (9) meetings of a particular class during a quarter without medical documentation may receive a failing grade (63%) in that class for that quarter.
2. During a semester, students absent for more than fifteen (15) days or fifteen (15) meetings of a particular class, even with a physician's excuse, are liable to receive no credit for the semester. In such a case, the student will receive a zero (0) on final exams and the student receives a zero (0) for each missed assignment, test, etc.
3. Before a student absent for an extended period of time may return to class or be eligible for passing grades, there must be a meeting between the administration and the parents or guardian. Signed permission from the doctor allowing the student to return to class must be provided at this meeting. The doctor's written statement must indicate the student poses no threat to self or others. Students who have other extenuating circumstances may be granted a hearing before the Academic Review Board that will make a recommendation to the Principal, who will make the final decision.
4. A doctor's note is required to verify any extended or excessive absences. Students absent for ten (10) consecutive days with no contact with the school are dropped from enrollment.

Schedule Changes

The Administration assumes that each student and his or her parents have given careful consideration to course selection. Course scheduling is designed to ensure maximum support of the student's ability to learn in light of the

school's total program. Requests to change a student's course selection are discouraged. However, in view of the fact that such requests will be made, the following policy regarding changes in original course selection choices will be followed:

- In general, a selection should be changed only if it is determined that the student has been misplaced in a class, based on ability or previous preparation.
- Student requests to add or replace a class with another class must be made within the first two (2) weeks the class is in session.
- Student requests to drop a class after the first four (4) weeks will automatically incur an "F" for the semester.
- Under no circumstances may a student drop a class if that action means the student is taking fewer than six (6) classes.
- Schedule changes initiated by a teacher will be made by the counselor after consultation with the student and parent.
- When a request to drop a course is made within the first four weeks, the parents, counselor, student and Associate Principal will sign the Class Change Form indicating their consent. Until this time, the student must continue to follow their original schedule until the request has been approved.
- Course changes initiated by the Administration or counselor upon the recommendation of the teacher will not incur a charge. Course changes initiated by the student after July 1 will incur a \$50.00 charge for adding or dropping a class. After August 1, \$50.00 is charged for schedule changes that amend the spring registration.
- A change from one teacher to another for the same course is granted only if the student had the teacher for a prior course.

Auditing a Course

Permission to audit a class must be granted in writing by the teacher and the Associate Principal for Student Services by the first week of the second quarter of the semester.

Class Failure Remediation

In a two-semester course, if a student earns an F the first semester and a grade of D or better the second semester, the first semester F may be remediated to a D. All grades earned will appear on the student transcript.

Special F

A Special F may be issued if a student has not completed the work of the course. There are two ways in which a teacher may request permission to issue a Special F for the semester grade.

- Even though the student passed the first or third quarter, if at midterm of the second or fourth quarters, a student is failing, the teacher may seek permission to grant a Special F from the Associate Principal for Student Services.
- If a student has failed each quarter of a course, the teacher may request permission from the Principal to issue a Special F despite a passing exam grade. This option could be granted when the teacher can show that the student has chosen not to complete the required paper, project, etc. which demonstrates knowledge and/or application of course content.

Summer School

Courses failed at Hoban should be made up in summer school if they are necessary to meet graduation requirements or the needs of the individual student's program require it. The school reserves the right to require a student make up required credits as a condition for returning the following year. Religious Studies courses must be made up through Hoban or through a program approved by Hoban. To receive a Hoban diploma, all credit must be made up by December 31 following the second semester of the student's senior year.

Registration for summer school courses must have the prior approval of the Associate Principal for Student Services. Failure to secure permission may result in non-recognition of credit. Students registered at Hoban may not take classes in evening school for credit toward graduation.

Repeating a Class for Which Credit Has Already Been Earned

On occasion, a student may choose to repeat a course to gain proficiency. Permission must be obtained from the teacher, parents, counselor, and the Associate Principal for Student Services. Credit will be given only once, but both attempts will appear on the transcript until the successful completion of the course the second year, and then the initial year's work will be changed to AU. A student choosing to repeat a class may not drop the class during the semester or year in which they are enrolled.

Office of Student Services

School counselors are available to help students in matters of academic, vocational, and personal concern, and are prepared to aid the student in planning his or her course of study. College Counselors assist in the college search and application process. Students are urged to get to know their counselors and to make an appointment to see them when the counselor's help is needed.

Students may request an appointment in the Office of Student Services. There is a form to be filled out and returned one day before the requested appointment. The slips will be returned to the student for verification of the appointment.

Transcripts

Requests for transcripts of credit are made in the Student Services Office.

1. The first request and its supplements are free, but a \$2.00 fee must be paid for every request after the initial transcript is sent.
2. Transcripts will not be sent for any senior whose tuition is not paid in full. Likewise transcripts will not be forwarded for any student who withdraws or graduates and whose tuition is not paid in full.

Transferring into Hoban

If a student seeks to transfer into Hoban as a sophomore or junior, a Transfer Application must be completed. It is available on the Hoban website. Ordinarily a student who would be a senior is not accepted. Current transcripts, attendance records and disciplinary records must be presented before the Admissions Review Board will consider the request.

Transferring out of Hoban

Any student seeking to transfer out of Hoban must schedule an appointment with the Associate Principal for Student Services who will confer with the student and parents or guardian to determine the reason for transfer. If, after the conference, the student and parents or guardian still desire the transfer, the Associate Principal for Student Services will process the transfer.

1. Transfers will not be processed until all obligations are fulfilled, including paying tuition, returning books and uniforms, etc.
2. Full tuition will be charged for each quarter of attendance. Any student who attends Hoban for more than 5 class days in a quarter owes the full tuition for the quarter.
3. Hoban complies with the OHSAA bylaws regarding athletic eligibility. (See www.ohsaa.org/members/bylaws4-7.htm) Students should not request any exceptions unless they can provide objective proof of circumstances that meet OHSAA guidelines.

Student Policies

Parents or guardians are encouraged to call and email the school (Principal, Associate Principal, Associate Principal for Student Services, Dean of Students, teachers or counselor) to ask any question, whether they pertain to academic development or disciplinary matters. The Hoban staff is willing to help parents or guardians in any way they can with the development of their sons or daughters.

Our mission statement demands that we work closely with parents or guardians and all concerned with our students, to develop a true Christian. The Hoban staff is committed to helping you develop your child spiritually, academically and physically.

Attendance **Please call 330-773-0436 to report Attendance.**

School hours are 7:55 am to 2:50 pm on Monday through Friday. Once a student arrives at school, she or he must remain in the building. Students are not to sit in cars in the parking lot, leave the school grounds, or go to cars without permission from an Associate Principal, or the Principal.

When dealing with attendance matters, students report to the Attendance Office.

Absence

- Parents or guardian must call the school (330-773-0436) between 7:45 a.m. and 9:30 a.m. to report a student absent on the day of the absence.

- The student must submit a written follow-up excuse from parents or guardian to the Attendance Office between 7:40 a.m. and 7:55 a.m. the day the student returns to school. Students returning to school during class hours will be issued an admission slip.
- After an extended absence or numerous absences, a doctor's excuse/permission to return to school is required.
- The student is responsible for completing missed assignments and tests. This work may be made up only if the absence is excused.
- Students who are absent from nine meetings of a particular class during a grading period may receive a failing grade in that class for the grading period. Retreats and school-sponsored field trips are not considered absences. See the Absence as it Affects Grades section.
- Students must be in school by 11:30 a.m. to be eligible to participate in co-curricular activities that day. Any exception requires the permission of the Principal prior to participation. Students placed on in-school or out-of-school suspension are ineligible for practice and competition.
- Students should be out of the building by approximately 3:15 p.m. unless there is a valid reason to be in the building (practice, clubs, work crew, etc.) Students waiting for rides are to be in Room 17 or the Dome Area.

Tardy to School

- When arriving after 7:55 a.m students are to report to the Attendance Office for a tardy slip. If a student will arrive after 8:30 a.m. the parent or guardian is to call the Attendance Office (330-773-0436).
- Tardies will be excused only for emergencies. Oversleeping, missed busses, rides, personal reasons, weather, road conditions, etc., will not be considered an excused tardy. Partial sick days will not be excused without a physician note.
- A student late because of a medical or dental appointment must bring a note from the parent or guardian, and doctor or dentist. (All medical/dental offices provide these notes.)
- On the sixth unexcused tardy in a semester, the student will receive a 2-hour Saturday Detention (8:00 – 10:00 am).
- On the tenth unexcused tardy in a semester, the student will receive a 4-hour Saturday Detention (8:00 – 12:00 pm). The Student and Parent/Guardian will be required to meet with the Dean of Students. At the meeting, the student may be placed on Disciplinary Warning and issued a contract.
- A student may be asked to withdraw from Hoban if tardiness continues.
- Note: A note from a parent does not necessarily mean the tardy will be excused.

Tardy to Class

- A student may not incur more than two unexcused tardies to a class per semester.
- The student will incur one detention for each additional class tardy.
- A student tardy 15 minutes or more to any class may be sent to the Central Office to see the Dean of Students.

Truancy and Class Cutting

- Students are not to leave the school building without permission of the administration. Leaving the building without permission will be treated as truancy, and parents or guardian will be notified. Truant students will receive a minimum of one Saturday work day.
- For each class cut a student will incur at least three detentions.
- On a second incident of cutting an individual class, the student may incur a Saturday Work Day. Parents or guardian will be notified by letter.
- Upon the third offense, the student will be subject to out-of-school suspension and may be called before the Disciplinary Council.
- Students truant for more than one class period are subject to multiple Saturday Work Days. Their parents will be notified.

Early Dismissal – Leaving School During the Day

- The student will bring a note from his or her parents or guardian to the Attendance Office between 7:40 a.m. and 7:55 a.m. on the day the early dismissal is requested. Permission to leave may be granted through a parental phone call or e-mail. A fax signed by a parent can be accepted.
- If a permission slip is issued, it must be signed by the student's parent or legal guardian and returned to the Attendance Office when the student returns to school.

- Students are advised to schedule doctor appointments, personal business, driver exams, Senior pictures, etc., on their own time and not school time, since an early dismissal may not be granted.

Field Trips

- Field trip release forms are obtained from the faculty member in charge of the field trip.
- Parents or guardian must sign permission slips to authorize participation in field trips away from school premises.

Family Vacations

- Archbishop Hoban High School does not encourage family vacations or other personal absences during school time. Although written assignments, reading and tests can and must be made up, classroom discussion, explanations, questions in class, etc. can never be fully recovered. Students requesting personal leave of absence must recognize that the absence will probably adversely affect grades. According to this Handbook, nine absences may result in a failing grade in a class for the grading period.
- If a trip is unavoidable, parents or guardians must inform an Associate Principal and the Attendance Office at least one week before any trip. At least two days before the trip is to begin, the student must obtain a personal leave of absence form from the Attendance Office, and all the student's teachers must sign it. Teachers and parents are asked to sign this request to acknowledge that the student has discussed this matter with them. A teacher's signature is not necessarily to be construed as an approval.
- As a courtesy to the teacher, students are asked to discuss the absence with each classroom teacher prior to the planned absence. Teachers may then advise students of what will be missed and make recommendations. The student should get the specific assignments from Canvas and classmates in a timely manner. Completion of makeup work is the student's responsibility, not the teachers.
- Absences during exams are highly discouraged. In unavoidable situations, test must be taken in a timely manner.

College Visits

Seniors are permitted two days of absence for college visits which are to be taken before May 1. Parents are to notify the Attendance Office of the planned visit.

Contacting Students During the School Day 330-773-6658

In the case of emergency, the parent or guardian should call the Central Office and ask for an administrator who will deliver the message to the student. The school does not usually deliver non-emergency messages.

Emergency School Closings and Blizzard Bags

- When an emergency arises, such as a sudden snowstorm, parents will receive a voice message on their cell phones and/or text through SchoolMessenger a company specializing in school-to-parent communications. The message will also be posted on the front page of the school web site, Hoban.org, found on iAlert, heard on WAKR 1590 AM and/or seen on the Cleveland TV stations. Hoban will be named specifically by the media.
- On days when Hoban has an Emergency Closing, teachers will post assignments on the Canvas app by 10:00 am. Students will be expected to complete the "Blizzard Bag" assignments within two days.

Dress Code

The decision to attend Archbishop Hoban High School is a personal choice made by students and parents or guardians. As a result, the school assumes that students, parents or guardians, cooperating with faculty and staff, will seek to benefit from all educational efforts of the school. As such a dress code prepares students for future life experiences. We expect all students to demonstrate personal pride and good taste in their appearance.

Athletes are one of the school's most visible representatives. Because they represent Hoban as well as themselves, appearance and grooming are very important. Extreme hairstyles and colors are not permitted. It is clearly understood that each coach will enforce rules which comply with the school dress code. Students who violate this policy forfeit the right to participate in contests.

The school recognizes that no dress code can anticipate every possible situation. The administration reserves the right to make final decisions about the appropriateness of any student's appearance.

Student Dress Code Standards. Items not listed in these standards are not permitted

Item	Style	Description
HOBAN POLO SHIRTS	<ul style="list-style-type: none"> Long-Sleeved or Short-Sleeved collared polo are to be worn. 	<ul style="list-style-type: none"> Polos must be purchased through the Hoban website (hoban.org > Quicklinks > School Uniforms > Hoban Store Catalog Items), or be an approved Athletic or Club Polo. Necklines of shirts cannot be lower than 2 inches below the collarbone. If the Hoban polo is worn untucked it must cover the bottom of the belt loops.
LONG-SLEEVE SHIRTS	<ul style="list-style-type: none"> Long-sleeve t-shirts and turtlenecks may be worn under the Hoban polo. 	<ul style="list-style-type: none"> Long-sleeve t-shirts and turtlenecks must be a solid color and can have no visible writing or design. Shirts worn under a Hoban polo must be tucked in.
PANTS and SLACKS	<ul style="list-style-type: none"> Docker style pants. Full-length; boot leg, straight-cut or flare are permissible. Only acceptable colors: 	<ul style="list-style-type: none"> Color limitations: Black, Gray, Khaki, Brown, Maroon, Olive Green and Navy Must be loose-fitting, business-attire style.. Not permitted: ‘Skinny’ cut, Capri-length, and form fitting. Not permitted: Pants with prints or patterns of any kind or style. Permitted: Patch pockets as long as the pants are not denim material in black, white, blue or gray. Not permitted: Pants with rips, splits, or frayed hems. Not permitted: Side stripes, patches, ornamentation; pants with drawstrings, elastic ankles, or alterations of any kind.
SKIRTS	<ul style="list-style-type: none"> Optional for women. 	<ul style="list-style-type: none"> Skirts must pass the fingertip test.
SHORTS	<ul style="list-style-type: none"> Optional for men and women. 	<ul style="list-style-type: none"> Not permitted: Rolled waist bands. Permitted: Dress style shorts (casual or golf). Shorts must pass the fingertip test but are not to reach the calf. Not permitted: Shorts with rips, splits, or frayed hems.
FINGERTIP TEST	<ul style="list-style-type: none"> Standard for skirt and shorts length. 	<ul style="list-style-type: none"> The student will wear the skirt or shorts with the waistband (not rolled) in a natural waist position, arms and fingers extended at the side. The fingertips must be able to touch some part of the fabric.
SHOES AND BOOTS	<ul style="list-style-type: none"> Casual and dress shoes. Clean and neat tennis shoes. High-ankle dress boots. 	<ul style="list-style-type: none"> Shoes with laces must be tied. Not permitted: Flip-flops, shower shoes, cros sandals of any kind and slippers.
HAIR	<ul style="list-style-type: none"> Hair must be neat and clean at all times. 	<ul style="list-style-type: none"> Moderate, naturally occurring highlights are permitted and must occur throughout the hair. Not permitted: Extreme, unusual and distracting hairstyles and color. Not permitted: Two-toned hairstyles and hair cut with the clippers set less than Number 1.
TATTOOS		<ul style="list-style-type: none"> Tattoos may not be visible during the school day.
OUTERWEAR	<ul style="list-style-type: none"> Outerwear must promote Archbishop Hoban High School, a Hoban Club or Hoban team. Nicknames, alterations, added lettering or other designs are not permitted. 	<ul style="list-style-type: none"> All outerwear must brandish an official Hoban logo. Hoban sweatshirts and quarter-zips bought through the Hoban Store, or approved by administration, worn over a school polo is acceptable. Not permitted: Hats, hoods while in the school building.

<p style="text-align: center;">ADDITIONAL GUIDELINES FOR WOMEN</p>	<ul style="list-style-type: none"> • Not permitted: Hoodies during the school day. Coats, jackets, track jackets, and athletic uniforms, Hoban or otherwise, during the school day. • Earrings are limited to a maximum of three (3) in each ear. • Not permitted: Body piercings of any other kind during the school day. Band aids may not cover, nor clear plastic studs be used, to disguise piercings. • The use of make-up must be modest and appropriate. • Permissible: A fashionable scarf may be worn around the neck. • Permissible: Opaque tights are permitted. • Permissible: Appropriate hair accessories.
<p style="text-align: center;">ADDITIONAL GUIDELINES FOR MEN</p>	<ul style="list-style-type: none"> • Not permitted: Hair that touches the collar or eyebrows. • Not permitted: Ponytails, ‘manbuns’, any distracting hairstyles, and headbands. • Not permitted: Side burns extending below the earlobe. • Permissible: Neatly trimmed moustaches above the lips. Otherwise, students are to be clean shaven. • Not permitted: Body piercings of any other kind during the school day. Band aids may not cover, nor clear plastic studs be used, to disguise piercings.

Hoban School Shirts

Polos must be purchased through the Hoban website (hoban.org>Quicklinks>School Uniforms>Hoban Store Catalog Items), the Hoban Store, or be an approved Athletic or Club Polo.

Extreme Blue and Gold Day

- HOBAN t-shirts, Hoban sweatshirts, Hoban Sweaters, etc. must be Hoban and must have sleeves.
- Hoban sweatpants and Hoban athletic shorts are allowed (must pass the fingertip test). If it doesn't say Hoban or is not a team issued item, you are not allowed to wear it.
- Dress Shorts, Skirts and Pants are always permitted. Hoban sweatpants should be relaxed fit and not be form fitting.
- Yoga pants, spandex pants or leggings are not permitted.
- Athletic slides and Flip-Flops are not permitted at any time.
- Students not participating must follow regular school dress guidelines. Any Student Not Following Dress Code Guidelines will be issued a detention.

Disciplinary Procedures for Dress Code Violations

Students in violation of the dress code will be issued a detention for every violation of the Dress Code. School detentions are issued for each subsequent violation. Repeated violations of the dress code will result in a Saturday Detention. Further dress code violations may result in a referral to the Disciplinary Council.

Cell Phones

During school hours all contacts between parents and students are to be made through the Central Office.

- Green Zone: Student may use their cell phones during their lunch period when they are in the cafeteria, before and after school in the hallways.
- Yellow Zone: Students may use their phones in the hallways between classes but may not make or receive phone calls.
- Red Zone: In the bathrooms, and in the hallways during class periods.
- At all other times and places, during school hours, cell phones must be turned off.
- Any misuse of a cell phone during school hours including, but not limited to, ringing, beeping, text messaging and using it to check the time, will incur confiscation of the phone and disciplinary action.
- Faculty and staff may restrict the use of cell phones before and after school hours.
- Students may not harass or threaten another person via a cell phone.
- Students may not use cell phones for picture taking, gambling or making purchases of any kind. While at Hoban cell phone usage must comply with the AUP.
- Archbishop Hoban High School takes no responsibility for lost, stolen, or damaged cell phones.

Publications and Publicity

The President and Principal are the publishers of all school publications and make the final decision as to their contents. Only publications, including posters or fliers, approved by the academic administration may be distributed at the school. Students responsible for the distribution of unauthorized materials may face serious disciplinary consequences as determined by the administration. Those consequences may include suspension or dismissal.

The following items of information are considered to be directory information and may be printed unless the school is notified otherwise:

- Student names, pictures, and activities for the yearbook and other school publications;
- Student names, pictures, and activities for external community partnerships;
- Sports information and pictures for yearbook and newspapers;
- Award information and picture for yearbook and newspapers;
- Student pictures and student work for the school website;
- Each year families will be asked for permission to publish their contact information for a (within the Hoban community) school directory.

Disciplinary Policies and Procedures

Students and parents or guardians have selected Hoban, and Hoban has accepted a student, assuming the student will comply with all regulations set down by the Hoban community. Many rules are not specifically listed anywhere but come under Christian ethics and traditions. If an individual is unable or unwilling to comply with this tradition, the student will be asked to continue his or her education elsewhere.

The Hoban community subscribes to high Christian ideals and values and is dedicated to the intellectual, spiritual and physical advancement of the student. Behavior that contradicts this process of advancement will be dealt with quickly and judiciously to protect the total community from harm.

All action, language, and conversation of the Archbishop Hoban High School students should reflect decency, respect, and pride in oneself and in the school. Students represent themselves and Archbishop Hoban High School wherever they are and by whatever they say, even if away from school. The school will intervene appropriately with any student who is disrespectful, insulting, or uses improper language or action.

The following behaviors are considered harmful to the school community and warrant disciplinary actions, such as detentions, Saturday detentions, probation, or expulsion from school:

- Harassing behavior or communication especially related to racial, sexual, gender, ethnic or religious issues.
- Hazing or bullying.
- Disruptive behavior in class or in any situation in which such behavior interrupts the educational process and infringes upon other students' rights to learn and the faculty's responsibility to teach.
- Class cutting and tardiness to school or class (including study hall).
- Unauthorized use of Foley Commons, gymnasium, locker rooms, parking areas or other areas not designated for student use.
- Insubordination or defiance of any instructor, staff member or those acting in the name of the school.
- Verbal, written, or implied use of obscenities.
- Fighting, including any threat or act of harm or violence.
- Premeditated threat of violence or fighting.
- Theft.
- Gambling.
- Forgery.
- Possession of any weapon, including objects indistinguishable from a deadly weapon, or any object the administration feels is meant to harm or intimidate others.
- Possession or use of fireworks.
- Possession, consumption, or being under the influence of alcohol, drugs, or related chemicals, either on campus or at a school-sponsored event.
- Destruction of school property or personal property of others, vandalism.

- Public display of affection.
- Repeated violations of school appearance code.
- Any violation of the school's computer Network and/or Acceptable Use Policy.
- Any other action not enumerated above but which, in the opinion of the school, jeopardizes or violates the basic educational and disciplinary policies of Hoban High School.

Types of Disciplinary Actions

- Verbal warning
- Detention
- School-imposed sanctions – revocation of privileges, etc.
- Conference with student, parents or guardian, teacher, counselor and/or administrator
- Saturday Detention
- In-school suspension
- Out-of-school suspension
- Disciplinary warning
- Disciplinary Probation
- Disciplinary Council hearing
- Referral to Juvenile Court or police
- Expulsion

Detentions

An individual teacher detention will be served at the discretion of the teacher. Failure to report will incur two office detentions. Office detentions are served after school in the assigned room. They must be served within a week of the day they are issued.

- The detention slip is to be completed by the teacher or staff member and turned in to the Dean of Students' Office after the student has served the detention. Failure to serve teacher detentions will result in two school detentions.
- Detentions assigned through the Central Office are served from 3:00 p.m. until 3:40 p.m., Tuesday, Wednesday, or Thursday in a designated room. Students must bring study materials such as textbooks, paper, pen, pencil, and iPad.
- For failure to serve one detention, the student will incur one additional detention. Repeated failure to serve detentions will result in a Saturday detention.
- After a student accumulates ten detentions, from teachers or the Central Office, the student is placed on Disciplinary Warning and a letter is sent informing the parents or guardian.
- A Saturday detention begins at 8:00 a.m. and ends at 12:00 p.m.

Office Referrals

A teacher may refer a student to the Associate Principal: Dean of Students for further actions. Teachers will use this recourse when they cannot secure a student's cooperation, after exhausting other disciplinary procedures (teacher detentions, personal parental conferences, phone calls home, written requests for parental involvement, seeking advice from colleagues, etc.) A student may receive detentions or other sanctions for an office referral.

Attendance Assignments for Violations

Work will be assigned at the discretion of the Associate Principal: Dean of Students according to the severity of the infraction. The four-hour assignment may be given after school, on Saturday, or during scheduled school holidays, e.g. Christmas or Easter vacation.

Disciplinary Warning and Probation – Cumulative Throughout a Student's Enrollment

1. A student who receives ten (10) detentions will be placed on disciplinary warning. The Dean of Students will send a letter home notifying the parents or guardian and indicating that any further accumulation of detentions (ten (10) or more), or any single major offense, will result in the student's placement on disciplinary probation.
2. A student who receives a total of 20 detentions will be placed on disciplinary probation and may be asked to appear before the Disciplinary Council. The student and his or her parents or guardian will receive a notice from the Dean of Students. The Disciplinary Council may recommend to the Principal:
 - a. Close monitoring of the student's conduct and attitude.
 - b. The student's removal from extracurricular activities. This includes, but is not limited to class or Student Council Office, athletic teams, clubs, school field trips, school dances and any other activities.

- c. The student's withdrawal from school.
3. A student may be placed on warning or probation at any time for any single offense deemed a major violation of the school's code of conduct.

Suspension

If the Principal or the Dean of Students judges that a student's behavior jeopardizes the safety and well-being of other students or staff members, the student may be suspended, either through in-school or out-of-school suspension.

In-School Suspension.

This suspension requires a student to remain in the assigned room actively studying. Students eat lunch in this room, too. Students assigned to in-school suspension may not participate in co-curricular activities during the time of the suspension. Parents or guardian will be notified. Reinstatement to school may require a conference with the Principal, Dean of Students, parents or guardian, counselor or other school official significant to the suspension. The school may require a written statement from a psychiatrist or psychologist that the student does not pose a threat to others or self. Specific corrective guidelines and appropriate sanctions will be determined at this time. Referral to the Disciplinary Council may occur to determine further sanctions or penalties. Credit is given for work completed and tests or quizzes given during in-school assignment.

Out-of-School Suspension

If the Principal or Dean of Students, based upon the regulations set forth in this Parent-Student Handbook, judges that the behavior of a student warrants severe punishment or jeopardizes the safety and well-being of other students or staff members, out-of-school suspension will be enforced. In addition, a student may be suspended out-of-school pending his or her appearance before the Disciplinary Council. During out-of-school suspension, the student may not attend classes, participate in, or attend co-curricular activities or be on school grounds. The parents or guardian will be notified of the out-of-school suspension by phone, and be required to attend a suspension conference. Reinstatement may require a conference with the Principal, Dean of Students, student, parents or guardian, counselor, and any other school official significant to the suspension. The school may require a written statement from a psychiatrist or psychologist that the student does not pose a threat to others or self. Specific corrective guidelines and appropriate sanctions will be determined at this time. Referral to the Disciplinary Council may occur to determine further sanctions or penalties. A second out-of-school suspension may result in recommendation for expulsion.

Disciplinary Withdrawals

Students who withdraw for disciplinary reasons are not permitted on school property or to participate in any school sponsored activities or events, including games, dances or sporting events on Hoban property.

Medical Compassionate Withdrawal

A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible.

Disciplinary Council

This is an advisory body responsible to the Principal, made up of members of the faculty, chaired by the Associate Principal: Dean of Students. They meet with students and their parents or guardian to discuss problems resulting from accumulated detentions or infractions of school policy.

After the meeting they make one or more of the following recommendations to the Principal concerning the student appearing before the council:

- Additional detentions
- Work assignments
- Counseling (in school or professional)
- Disciplinary probation
- Suspension
- Withdrawal
- Expulsion
- Assessment based on circumstances of an individual case being reviewed

Expulsion

- If in trying to help a student understand the importance of adhering to disciplinary guidelines, the student fails to cooperate and accept previous interventions by the school administration, the last recourse will be to ask the student to withdraw. If, in the judgment of the administration, it becomes necessary to expel the student so as not to jeopardize the well being of the total community, this action will be taken.
- The school reserves the right to suspend or expel a student for a single, serious infraction that might jeopardize the Christian philosophy of the school or safety of the community, regardless of the number of detentions the student has previously incurred.
- The school also reserves the right to suspend or expel a student for an infraction that occurs off school grounds if the school feels that the student's continued presence in the school jeopardizes the health, safety, education, or integrity of the Hoban community.
- Students who are expelled or withdraw for disciplinary reasons are not permitted on school property or to participate in any school sponsored activities or events including games, dances or sporting events on Hoban property.

Student Wellness

Illness and Injury During School Hours

- Students who become ill or injured during the school day must report to the Clinic. The school Clinic is located on the top floor between Rooms 225 and 229.
- A health aide or nurse is available to assist students who are injured or become ill. They are available in the Clinic each school day from 9:00 a.m. – 2:00 p.m. Students are to report to the Central Office at other times.
- When ill or injured, students may not leave the school building on their own or with other students unless permission has been granted in writing by parent or guardian through the Central Office, health aide, nurse, or Associate Principal. The parent or guardian who comes in person must go to the Clinic and sign out the student.
- If movement of the ill or injured student poses a further threat or harm to the student, an administrator must be summoned to the area.
- If a student must take prescription or non-prescription medication during the school day, the medication must be taken in the Clinic under the supervision of the nurse or aide. All medication must be kept in the Clinic in the original container with the student's name on it. Authorization forms from the doctor and parent must be on file.
- With written parental and doctor's permission, a student may be allowed to carry an inhaler, etc.

Pregnancy

At Archbishop Hoban High School we believe and teach that the proper context for any act involving procreation is within the sacrament of marriage. However, recognizing the gospel values of love, forgiveness, and reverence for life while acknowledging our responsibility to respond to others in time of need, we are committed to the guidance and support of students who may become parents. We hope to assist these young people in accepting their responsibilities and in preparing for the future.

At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. The administration and faculty have an attitude of compassion rather than approval. In light of the religious instruction they have received, the student body also should display a Christian attitude toward those involved.

Considering the sacredness of life, abortion is not the solution to pregnancy problems.

When a student learns she is pregnant, she is expected to inform her counselor or an administrator immediately. At that time an appointment will be scheduled between the student, parent or guardian, and counselor. At this meeting a plan will be established to address the following guidelines:

- All possible means will be employed to assist a student to complete the course of studies, to graduate with her class, and to continue within the school setting in as normal a manner as possible.
- The pregnant student will receive counseling from a qualified person at the school or from an agency, preferably one affiliated with the Diocese.
- In order to ensure the student's and baby's health, the school requires a doctor's written explanation of what school-related activities the student may participate in during her pregnancy (e.g. Sports, co-curriculars, full-time or part-time student status). All such medical information should be submitted to the Principal.

- All concerned will respect the confidentiality of the student(s) involved even when the pregnancy becomes public knowledge.

If the student gives birth before graduation and wishes to return to school she will be permitted to engage as fully as her circumstances allow in both the academic and co-curricular programs, provided she has written permission from her doctor.

In general, there should be no activities on the school premises such as a baby shower. Nor will the student be permitted to bring the child to school during regular class hours.

No other discriminatory judgments are to be made concerning full participation in any school program or activity, whether academic or co-curricular.

Acknowledging the challenges for high school students who marry, Archbishop Hoban High School strongly discourages students from marrying while enrolled at school.

Although the School will make every effort to work with the student and her parents in formulating a plan as to the student's involvement in school activities, any decision of the School is final.

AIDS

In harmony with the United States Catholic Conference Administrative Board on AIDS entitled *The Many Faces of AIDS: A Gospel Response*, December 11, 1987, we at Archbishop Hoban High School believe that the church is called to model for the larger society the loving concern and compassion of Jesus for the sick and the suffering.

As a Catholic, educational community, Archbishop Hoban High School will admit and/or retain a student, faculty, or staff member who is a person with AIDS, ARC, or who is HIV positive after appropriate medical assurance has been provided indicating that the person does not pose a health threat to himself/herself and the rest of the school community. Family members will be treated with compassion, understanding, and prudence and, to the extent possible, confidentiality. Students, parents, and faculty of Archbishop Hoban High School will be provided factual, comprehensive programs of education about AIDS and the opportunity to express their concern and/or support of the person with AIDS.

Parents and guardians have the obligation to report in writing to the administration when a child has been diagnosed as having AIDS, ARC, or other illness caused by HIV.

Legally, a person with AIDS is included under the category of handicapped and may not be excluded from school based upon a handicapping condition. The person and the family have a right to confidentiality.

Hoban Student Wellness: Drug and Alcohol Awareness and Prevention Policy

Philosophy

“We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for heaven.”
— Blessed Basil Moreau, C.S.C.

Archbishop Hoban High School seeks to promote education of the entire person by fostering the physical, emotional, social, intellectual, and spiritual wellness of its students for their own growth and development as men and women who serve others. Hoban has a vital interest in maintaining a positive learning environment, one that is safe and healthy for all of its members. To this end, Hoban accepts its responsibilities to:

- Educate students, parents, and the community about the risks and consequences of the use of alcohol, tobacco, and other drugs.
- Encourage students to live in accordance with the laws of our city, state, and nation concerning the use of these substances. This includes establishment and enforcement of related school rules for all students.
- Support good decision making and help students develop the life skills that will better prepare them to handle the prevailing social and cultural pressures.
- Guide students and families toward help as needed for chemical dependency and support them in these efforts.

Purpose

To help achieve this goal and fulfill these responsibilities, Hoban has established a policy with regard to drug and alcohol use. The purpose of this policy is to:

- Provide a healthy and safe environment for all students.
- Encourage all students to remain drug and alcohol-free.
- Enable students to assume responsibility for regulating their personal lives in ways that will result in their becoming healthy representatives of the school and community.
- Offer solutions and support for any student who uses drugs and alcohol.
- Provide the school with positive guidelines and disciplinary policies to support positive decisions and behaviors and to address violations of the drug-free policy.

The Student Wellness: Drug and Alcohol Awareness and Prevention Policy focuses on student-parent communication, restorative support, and recognition of the moral significance of drug and alcohol abuse.

Prevention, not punishment, is the primary focus of this policy and the accompanying drug and alcohol testing program.

The policy and its components are used to deter initial use and to identify anyone in need of help.

Rationale

Attendance at a Catholic high school is not a right, but a privilege. With that privilege, come certain responsibilities. Students and parents are held to a high standard of behavior in areas that affect well-being and safety and that help to make a positive contribution to the school, the community and society. Those students who uphold their responsibilities and behavior have a right to learn and grow in an environment that is alcohol and drug-free.

Responsible alcohol use is a privilege, not a right, and the privilege to consume alcohol begins at age 21, as mandated by state and federal law. The use of illicit drugs or abuse of prescription drugs is never acceptable. Drug and alcohol use is not part of “normal adolescent development.” It is never appropriate for students to possess/use drugs or alcohol or for families to provide opportunities for alcohol consumption or drug use by minors. Possession/use of drugs or a minor’s possession/use of alcohol is illegal and will have an impact on developmental and academic progress. Studies have repeatedly shown that the longer individuals wait to use alcohol or experiment with drugs, the greater the chances that they will not have problems with alcohol or drugs (Kirby and Barry 377).

Further, studies have shown that alcohol is a true gateway drug (Kirby and Barry 377). Additionally, as a Catholic school, we believe that we are created, body and soul, in the image of God. The Catechism of the Catholic Church states:

“The human body shares in the dignity of the ‘image of God’ ...and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit” (CCC 364). Our Catholic Christian faith teaches us to respect our bodies. Alcohol and drug abuse does harm to our bodies, and therefore violate our whole being.

Co-curricular activities are a vital dimension of a total Hoban education, a positive learning experience that can enhance achievement of personal potential through adherence to a lifestyle dedicated to integrity, self-discipline, and cooperation. In addition, selection for a school-sponsored team, organization, or club is both a privilege and an honor, and as such carries responsibilities commensurate with leadership roles. As leaders and more highly visible representatives of Hoban, students in such activities have an increased obligation to represent themselves and their school in an exemplary manner.

Policy

Hoban is employing a two-part policy concerning the use of drugs and alcohol by our students. The first component (The Health and Wellness Program) fosters a community of drug and alcohol free students who are well on their way to understanding how to make appropriate decisions concerning the use and abuse of drugs and alcohol. The second component (The Disciplinary Program) is designed to intervene in the life of a student who chooses to bring drugs or alcohol onto campus or chooses to be in possession or under the influence of drugs or alcohol off campus at a school event.

The tenure of the policy extends from the date of the student's first enrollment at Hoban until the student graduates, transfers to another institution, or is otherwise removed and is in effect 365 days per year.

Drug and Alcohol Policy – Part 1: The Health and Wellness Program

Hoban strives to be a community where our students are empowered to make responsible choices to avoid alcohol and drugs. Our goal in this regard is a drug and alcohol free student body. To this end, *all students at Hoban are subject to mandatory random drug and alcohol testing at different times throughout the school year.*

Confidentiality

The results of all drug testing will be kept strictly confidential, in accordance with written school policy and the Family Education Rights and Privacy Act. Test results will not be documented in any student's academic record and will be destroyed in accordance with the school's document retention policy. The information gathered will be shared with parents and appropriate school administrators as deemed appropriate and will be used to help the students make positive choices.

Process of Testing for the Health and Wellness Program

Hoban has employed the services of Great Lakes Biomedical, an Ohio-based drug and alcohol testing company, to administer, collect, process, and analyze drug and alcohol test samples. On dates determined by the school administration, Great Lakes Biomedical will utilize a random number generator to select students for testing. The school will not be involved in the process of random selection. Random testing dates will be unannounced, and the frequency and percentage of students tested each time will be determined by the school administration. All students will be tested at some point throughout the school year, and some students may be tested more than once per school year. The testing company will utilize different types of tests, obtaining samples from students via saliva swab, urine screen, or hair follicle, to determine use of drugs or alcohol. *Refusal to submit to a test or avoiding a test will be treated as a positive result* and the refusal may be grounds for dismissal from school.

Self-Referrals

A self-referral occurs when a student asks a counselor, administrator, or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral may only happen prior to a student being notified that he/she must submit to a random test. A student may utilize a self-referral only once in four years. If a student makes a self-referral, the student must:

- Complete a school-approved drug assessment and counseling program and provide verification to the schools Wellness Coordinator. The counselor/agency providing the program must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/guardians must pay for this expense.
- Submit to three random drug tests within the next 12 months, paid for by the student's parents/guardians. The testing dates will be determined by the appropriate school designee and testing will be completed only by Great Lakes Biomedical.
- If the student tests positive during the follow-up drug tests, the student will be subject to "First Positive" consequences.

Collection Process and Test Analysis

On the testing date, the student will be notified to report to the collection site. A specimen from the student will be obtained according to the standard collection process for each test described in the Addendum/FAQs to this policy. The collection process is subject to change because of the procedural requirements by the testing agency. Hoban High School reserves the right to change the collection process at any time to coincide with the testing guidelines set forth by the testing agency or a change in school administrative policy – parents will be notified of such.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer employed by Great Lakes Biomedical will verify the positive test. Further information regarding the test analysis can also be found in the Addendum/FAQs to this policy.

Communication of Test Results

Test results will not be shared with the Dean of Student's Office, the Principal, or law enforcement. The coordinator of Hoban Health and Wellness Program, will send an email home to parents/guardians of each student tested indicating that the student was asked to submit to a random test on that testing date.

For those students whose test results are negative for drugs and alcohol, Great Lakes Biomedical will share a “list of negatives” with the Wellness coordinator.

For those students whose results are positive for drugs or alcohol, Great Lakes Biomedical Laboratories will share the information with the parents/guardians of such students (per the test analysis protocol found in the Addendum/FAQs to this policy) and with the Hoban Health and Wellness Coordinator. This school official will send an email home to the parents/guardians of such students within one day of receiving the information, will inform the student’s school counselor, and the following provisions will go into effect:

First Positive Test Result

Positive test results are cumulative in nature and consequences related to such results accrue throughout a student’s tenure at Hoban (i.e. do not re-set with each calendar year). Students whose test results yield a First Positive for some drug and/or alcohol use will do the following:

1. The Health and Wellness Coordinator will set a meeting with the student’s school counselor, the student, and at least one parent/guardian.
2. Students and parents/guardians will discuss the information gleaned from the analysis of the test sample with the Wellness Coordinator and school counselor. **As this is a Health and Wellness program, there will be no disciplinary consequences at this time.** The purpose of the meeting is to assist the family in seeking any necessary help and interventions.
Since the First Positive of a random test is considered a guidance conversation with the student and parent/guardian, **there will be no consequences affecting participation in co-curricular activities.**
3. Students will be required to complete a drug and alcohol prevention and education class, sponsored or approved by Hoban. The fee for this course is approximately \$60.00.
4. Students with a “First Positive” result will be tested on three additional random testing dates over the next 12 months by representatives of Great Lakes Biomedical at the school.
 - After three negative tests, the student will be placed back in the random pool. Any future positive test result will be regarded as a Second Positive.
 - If any of the next immediate three tests is positive, the student will be placed in the Second Positive category.
5. All testing required after the initial random test will be charged to the student’s parents/guardians. The total cost of the intervention class and the three additional tests will be approximately \$120.00.

Second Positive Test Result

1. If, after the First Positive, the test results are again positive for drug or alcohol use, it will be considered a “Second Positive.”
 - Upon notification of the Second Positive, The Health and Wellness Coordinator will set a meeting with the student’s school counselor, the student, and at least one parent/guardian. The Second Positive result will also require the student to complete a chemical dependency screening at an agency approved by Hoban, and follow any recommendations of the chemical dependency evaluation within six weeks of being informed of the positive test result.
In addition:
 - A Second Positive result will require that a limitation be placed on a student’s co-curricular involvement. A plan for wellness integration into the student’s life will be developed and will take precedence over participation in co-curricular activity. The plan will be developed by the wellness coordinator and school counselor with input from the student and parents. The plan will be placed in a contract to be signed by all parties.
 - A Second Positive result will require a student to resign from all leadership positions (captaincy, officer roles, retreat leadership, etc.) for the remainder of the school year.
 - Failure to follow the guidelines of the chemical dependency evaluation may jeopardize a student’s continued enrollment at Hoban.
2. Students with a Second Positive will submit to five random tests over the next 12 months.
 - a. If the Second Positive re-test results are negative for the duration of the next 12 months, the student will be placed back in the random pool.
 - b. If any of the Second Positive re-test results are positive, the student will be placed in the “Third Positive” category.

3. All testing required after the initial random test will be charged to the student's parents/guardians. The total cost of the intervention class and the five additional tests will be approximately \$160.00.

Third Positive Test Result

If, after the Second Positive, the test results are again positive for some drug or alcohol use, it will be considered a "Third Positive."

- The school will have no choice but to accept that, despite evaluation and support, the student is not demonstrating improvement in remaining drug/alcohol free.
- A third positive will lead to dismissal from Hoban.

Drug and Alcohol Policy – Part 2: The Disciplinary Program

In all areas of student discipline, it is incumbent on the administration of Hoban, as a Holy Cross school, to seek the formation of the young man or woman in our care. In many matters of discipline, detention or occasional probation periods are necessary. The use of drugs and/or alcohol at school or at school events is a significantly more complicated disciplinary issue. In the cases of drugs and alcohol, both activities are illegal and may require the school to involve law enforcement personnel. Off-campus drug or alcohol use is also illegal and unhealthy and, through the student's actions, may be harmful to the reputation of the school.

Definitions/Understanding

- DRUG shall be defined as any illicit or illegal drug, prescription drug for which a student's use does not have proper physician authorization, alcohol, or drug paraphernalia.
- TOBACCO violation is defined as use or possession of tobacco, nicotine, electronic cigarettes, vape pens, Juuls, or related materials in any form at any time. (*)
- USE shall be defined as consumption or possession. Possession shall mean on the person, or on the property owned and/or used by the person. Property shall include a building, vehicle, locker or other gathering area.
- CONFISCATION is defined as the seizure or sequestration of items related to drug/alcohol or tobacco usage by students. Any such items confiscated by the school during investigatory procedures will not be returned to the students or their families.
- REASONABLE SUSPICION TESTING is when school officials utilize their right to have a student tested for use of alcohol or drugs, when they believe there is a "reasonable suspicion" that the student possesses, is using, has recently used, or is under the influence of illegal substances.
- SELF-ADMISSION is defined as an admission by a student to the school administration that he/she has recently used or possessed drugs/alcohol. A student may self-admit at any point prior to the time that he/she is given notice to complete a reasonable suspicion drug test (i.e. when he/she is asked questions directly relating to an incident/event at which drugs/alcohol may have been present to or in use by students). A student may not self-admit after he/she is asked to complete a test based on reasonable suspicion of alcohol/drug use relating to an incident/event at which drugs/alcohol may have been present to or in use by students.

(*) This is not meant as a comprehensive list as these types of products are constantly evolving.

Class I Violations – Policy on Possession of Drugs/Drug Paraphernalia with the Intent to Sell/Distribute

Any student who possesses or controls illegal drugs or drug paraphernalia and sells or distributes, or intends to sell or distribute such materials to other members of the Hoban community has voided his/her right to remain as an active member of the community, and as such, will be immediately dismissed from Hoban High School.

Class II Violations - Policy on Hosting or Providing Alcohol or Illegal Substance Related Parties and Policy on Possession or Use of Alcohol or Other Illegal Drugs at School or any School-Sponsored Functions

Any student who hosts or facilitates a party or gathering at which alcohol or illegal drugs are illegally used by minors, or provides or procures a facility for any such party or gathering, has seriously violated the behavior expected by members of the Hoban community. This infraction is so harmful to the relationship that should exist among individual members of our community that each such student will face disciplinary consequences up to and including dismissal from school based on aggravating and mitigating circumstances.

Any student who illegally possesses and/or uses alcohol or other drugs prior to attending or while attending school or any school-sponsored function, has violated a "sacred" space of the school community. Hoban insists on protecting the physical, academic and social space of the school community from illegal use of alcohol or other drugs. This infraction is so harmful to the relationship that should exist among individual members of our community that each such student will face disciplinary consequences up to and including dismissal from school based on aggravating and mitigating circumstances.

Consequences will be assigned for each student at the discretion of the school's administration after considering the circumstances. Such circumstances shall include any one or more of the following factors as the situation indicates:

- The nature and extent of the transportation and safety risks to those attending the party or gathering and to others (or risks to those attending school or the school function)
- The size of the party or gathering
- The nature and extent of the student's involvement in any planning, publicity and/or fees charged in connection with the party or gathering, use, or distribution of the alcohol or drugs
- The amount of alcohol or drugs involved
- The nature of the conduct of the attendees at the party or gathering (or of the student at school or the school related function)
- The student's prior disciplinary and academic history
- The academic timing of the infraction
- Any other factors that the school's administration considers relevant under the circumstances

If a Hoban student is suspected of being under the influence of drugs or alcohol at any school function, on or off campus, a school representative will detain him/her.

When school authorities have reasonable suspicion to believe or suspect a student is or has recently been under the influence of alcohol or drugs at school, or at a school related or school sponsored activity or event, based on the student's observed conduct, demeanor, appearance, or speech, or other corroborated information, the student may be requested to submit to a test using an approved sensor. If the test discloses the student to be under the influence of alcohol or drugs to any degree or extent, then the student will remain with the school authority until a parent/guardian arrives and takes custody. If a parent/guardian is unavailable, another adult member of the student's family may represent the parent/guardian. If no adult can be reached, the school may turn the student over to law enforcement authorities.

The school reserves the right to conduct random or selective searches for alcohol or other substances at school or any school related function, whether on or off campus, by school personnel and/or the Akron Police Department.

In addition, any test results may be used for disciplinary purposes (see Disciplinary Consequences section). Refusal to submit to any drug or alcohol test within the specified period of time will be treated as a positive result and the refusal may be grounds for dismissal from school.

Class III Violations - Policy on Possession or Use of Alcohol or Other Illegal Drugs outside of School Functions

As Hoban students are called to live out the school's mission and abide by its policies away from school, the same rules regarding alcohol and drug possession and use apply to situations that occur away from school or school events. When school authorities have reasonable suspicion to believe or suspect a student has recently been under the influence of alcohol or drugs away from school, the student may be required to submit to test using an approved sensor. If the test discloses the student to be under the influence of alcohol or drugs to any degree or extent, the student will be subject to disciplinary consequences outlined under Class III Violations.

Class IV Violations – Policy on Possession or Use of Tobacco (or associated products) in Any Form at Any Time

Any student who possesses or uses tobacco in any form while attending school or any school-sponsored function has also violated the "sacred" space of the school community. As such, the student is subject to disciplinary consequences ranging from Saturday detention to dismissal from school.

****Table of Disciplinary Consequences for Student Use of Alcohol, Illegal Drugs or Tobacco***

Violations	Standard Consequences	Co-curricular Consequences
CLASS I VIOLATIONS Possession or control of any illegal drugs or drug paraphernalia with the intent of sale or distribution at any time	Dismissal/Expulsion	
Violations	Standard Consequences	Co-curricular Consequences
CLASS II VIOLATIONS Hosting or facilitating a party or gathering at which alcoholic	Consequences up to and including dismissal from school. If not dismissed, 1 to 3 day out of school	If not dismissed, suspension from outside competition, public representation and participation in

<p>beverages or other illegal drugs are available for use by minors, or providing or procuring a facility for such a party or gathering</p> <p>Illegal possession and/or use of alcohol, or other illegal drugs or drug paraphernalia <u>at school or any school sponsored function</u></p>	<p>disciplinary suspension and may be required to appear before Disciplinary Council</p> <p>The offense will be treated as a Positive test and the student will be subject to the protocol and consequences of a Positive test as outlined in the Health and Wellness Program. (i.e. parent/student/wellness coordinator/school counselor conference, mandatory chemical dependency screening, submission to three-five random drug/alcohol tests over the next 12 months)</p> <p>Placement on Disciplinary Contract for remainder of enrollment at Hoban</p>	<p>all activities for up to 25% of each activity for the next 12 months</p> <p>Resignation from all leadership positions for the next 12 months</p> <p>At the discretion of the administration, student may lose the privilege of attending specific co-curricular events</p>
Violations	Standard Consequences	Co-curricular Consequences
<p>CLASS III VIOLATIONS Illegal possession and/or use of alcohol, drug paraphernalia <u>outside of school</u></p> <p>CLASS III VIOLATIONS (continued) Illegal possession and/or use of alcohol, drug paraphernalia <u>outside of school</u></p>	<p>First Offense: <u>Self-Admission:</u> No disciplinary consequences; the first offense will be treated as a First Positive test and the student will be subject to the protocol and consequences of the First Positive test as outlined in the Health and Wellness Program</p> <p><u>Non-Self Admission:</u> Out of school suspension for one to three days and a Parent/Student conference with the Dean of students. The offense will be treated as a First Positive test and the student will be subject to the protocol and consequences of the First Positive test as outlined in the Health and Wellness Program</p> <p>Second Offense: <u>Self-Admission:</u> Out of school suspension for one to three days and student may be required to appear before Disciplinary Council. The offense will be treated as a Second Positive test and the student will be subject to the protocol and consequences of the Second Positive test as outlined in the Health and Wellness Program</p> <p><u>Non-Self Admission:</u> Three day out of school suspension to dismissal.</p>	<p>First Offense: <u>Self-Admission:</u> No co-curricular consequences</p> <p><u>Non-Self Admission:</u> Immediate suspension from public representation, outside competition and participation in all co-curricular activities for up to 10% of <u>each activity</u> within the next 12 months; immediate resignation from all leadership positions for the next 12 months</p> <p>Second Offense: <u>Self-Admission:</u> Immediate suspension from public representation, outside competition and participation in all co-curricular activities for up to 25% of <u>each activity</u> within the next 12 months; immediate resignation from all leadership positions for remainder of the school year</p> <p><u>Non-Self Admission:</u> Immediate suspension from public</p>

	The student will be required to appear before Disciplinary Council. The offense will be treated as a Second Positive test and the student will be subject to the protocol and consequences of the Second Positive test as outlined in the Health and Wellness Program Third Offense: Dismissal	representation, outside competition and participation in all co-curricular activities for up to 50% of <u>each activity</u> within the next 12 months: immediate resignation from all leadership positions for the next 12 months
Violations	Standard Consequences	Co-curricular Consequences
CLASS IV VIOLATIONS Possession or use of tobacco nicotine, electronic cigarettes, vape pens, Juuls, or related materials in any form at any time.	First Offense: Saturday detention and student will be required to complete a tobacco/vaping education program sponsored by Hoban. Second Offense: Out of school suspension for one to three days. A Parent/Student meeting with the Dean of Students will be required. Student may be required to appear before Disciplinary Council. Third or Further Offense: Out of school suspension for three days up to dismissal. Student will be required to appear before Disciplinary Council.	First Offense: No participation in co-curricular activity during day of detention. Second Offense: Immediate one week suspension from outside competition, public representation and participation in all activities Third or Further Offense: Discretion of the administration

Works Cited

Kirby, Tristan and Adam E. Berry. "Alcohol as a Gateway Drug: A Study of US 12th Graders." *Journal of School Health* 82.8 (2012): 371-379. Online.
Catechism of the Catholic Church. 2nd ed. Vatican: Libreria Editrice Vaticana, 2000. Print.

Addendum and FAQs

Why did Hoban decide to move in this direction regarding its drug/alcohol policy?

During the 2016-17 school year, Hoban began a review of its drug and alcohol policy, a policy that had been in place for more than a decade. A number of factors prompted this review. Disciplinary cases revealed a diminution in the concern expressed by students in their attitudes toward drugs and alcohol use. Students voluntarily met with school administrators to inform them of their concerns regarding the current policy and its effect on the student use of drugs and alcohol. There were a number of fatalities involving young alumni due to involvement with drugs and alcohol. Northeast Ohio saw a major upswing in drug availability and use, predominantly among young adults from middle to upper class backgrounds. And four local Catholic high schools (St. Ignatius, St. Edward, Gilmour Academy, and Walsh Jesuit) began mandatory drug testing programs, prompting conversations with these schools to discover more about their motivations, programs, and outcomes.

Prior to making any decisions regarding the direction of the policy discussions, the administration and faculty of Hoban High School decided to widen the scope of its examination. Identifying cultural movements and reviewing community needs, Hoban broadened its look to encompass the overall wellness of its student body. In addition, feedback from other schools indicated that any change in policy or procedures needed to be demanded and shared by stakeholders and constituents, not arbitrarily imposed from the top down. Therefore, with this counsel, Hoban expanded its approach to look at the physical, emotional, social, intellectual, and spiritual wellness of its students.

At the beginning of the 2016-17 school year, Hoban formed a Faculty Wellness Committee to look at the overall wellness of students and the supportive structures necessary for the promotion of such wellness. In addition to creating educational opportunities for faculty/staff members and students, this committee attempted to examine policies. This Committee first created a survey for students and parents to identify the attitudes of each group toward drugs and alcohol, the impact of these attitudes on policy, and the desires of each group on how to improve the school in this area. From these survey results came the following:

- A directive to eliminate the current drug and alcohol policy
- A focus on programs that educate students and parents in the areas of drugs and alcohol
- A plan to investigate a random drug testing programs, and design a program that worked for the specific needs of Hoban
- A directive to design a policy that removed fear surrounding the issue, promoted counseling and assistance for those who needed help, opened communication between the school, students, and parents, and enforced consistent and equal discipline for those who choose to violate the policy.

This policy is the result of these efforts and this focus.

Why did Hoban choose to employ Great Lakes Biomedical Laboratories to conduct its drug/alcohol testing?

Great Lakes Biomedical has a long-standing record of professionalism and reliability in the area of drug and alcohol testing, specifically in the realm of school-based testing. An industry leader since 1994, Great Lakes Biomedical operates throughout Ohio and southeast Michigan. In Ohio alone, Great Lakes Biomedical currently works with over 80 schools and school districts. Their record for customer satisfaction is unparalleled, as corroborated by schools serviced by Great Lakes Biomedical contacted by Hoban High School.

One advantage of using the services of Great Lakes Biomedical is the full-service testing program that they offer. While other local schools with similar testing programs utilize employees to select students for testing, obtain samples, send samples off for processing, or communicate test results with families, Great Lakes Biomedical handles all of these services and more. Their trained professionals not only take the random selection and coding of student testing out of the hands of school personnel, but independently handle the collection, packaging, transportation, and analysis of test samples. Most importantly, certified Medical Review Officers communicate test results with parents/guardians/custodians, offering a professional medical explanation of the meaning of test results and answering questions that might arise. Removing the responsibility for such highly personal and medically-specific processes from school employees is a comfort not only to the school but to the families who will be aided by this program.

Lastly, the fact that Great Lakes Biomedical is a local company offers a tremendous advantage to the school. Their proximity enables them to send trained personnel to administer tests on short notice. The on-site screening for certain tests and the nearby location of laboratories for examining non-negative tests provides prompt turnaround times for test results. And the use of local distributors of testing kits and local processing centers greatly lowers the overall testing cost. In addition, the customer service and availability of representatives to speak to school personnel and parents makes Great Lakes Biomedical a unique and valuable resource in the school's wellness initiative.

What is the advantage of a policy utilizing multiple types of drug/alcohol tests, as opposed a single type of testing?

Student survey results from the Fall of 2017 indicate that while some students experiment with prescription and other illegal drugs, alcohol and marijuana are the two drugs that receive the most experimentation among members of the student body. As such, the type of testing chosen needs to be able to identify use of alcohol and marijuana predominantly, but offer the ability to detect a spectrum of other drugs, as well. The combination of urine, hair, and saliva testing offers the greatest insurance that detection of alcohol and marijuana, both in binge consumption and habitual use, can be detected to help steer students away from such use. The fact that the three tests each offer a wider spectrum of drugs for which to test also ensures that users of alcohol and marijuana will not be pushed toward experimentation of other forms of drugs.

As stated in the Purpose, ***“prevention, not punishment,”*** is the primary focus of this policy and the accompanying drug and alcohol testing program”. As such, having a variety of testing methods serves as a deterrent to any student who wishes to try to find loopholes in a school-based testing system. A program based solely on urine testing (and its shorter testing window) may push students toward abusing drugs or alcohol during summer vacation or during breaks during the school year. A program based solely on hair testing may not prevent binge drinking or casual use centered around certain school functions during the calendar year (Homecoming, important games, etc.) due to the delay in drug and alcohol signatures showing up in hair follicles and a student belief that they can accurately forecast the timing of such testing. A program based solely on saliva testing may drive students toward drugs which are smoked, as such

substances may make saliva detection difficult. Rather, Hoban felt it better to leave the method of testing open and multiple.

Much like a teacher who informs his/her class that a final exam will use multiple versions of the test during the exam session so as to remove students' desire to look on another's test for answers, the combination of testing methods is designed to remove any student belief that he/she can "figure out" methods to beat the test, and instead give students another reason to choose to refrain from drug/alcohol use.

Lastly, the mixture of testing is designed to truly help students who have or may develop a problem with drug/alcohol use and steer them in the direction of the help that they need. By including tests with both short-term and long-term detection windows, this program attempts to assist both students who choose to casually engage in drug/alcohol use and those who already have an abuse problem. The short-term detection window testing may better identify those students whose casual or binge use of drugs or alcohol may transform into deeper addiction by forcing a parental and counselor conversation and drug/alcohol assessment to occur. Similarly, longer-term detection window testing may more accurately pinpoint those students whose habitual addictions cause them to abuse drugs or alcohol on a periodic basis and assist in their recovery efforts.

How much of a sample is needed for each type of test?

- Hair 100 mg (90-120 strands); about the circumference of a pencil
- Urine 30 ml
- Saliva About 2 ml

Who collects the test samples?

All administration, collection, securing, and processing of test samples is handled by trained representatives from Great Lakes Biomedical.

What types of drugs can the drug/alcohol tests detect?

Alcohol, Marijuana, LSD, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbituates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

What is the standard collection process on the day of a random drug test?

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

Urine Screens

All students must have a picture ID or be identified by the school administrator. No exceptions will be allowed.

- Drug testing area must be secured during the testing.
- Only lab technicians and a designated school administrator will be present for the testing as privacy must be maintained for all students.
- The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
- When students arrive and cannot give a sample, they will need to start drinking water provided by the lab technician or school administrator.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test and will be subject to "Positive" test consequences. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall/restroom and listen for normal sounds of urination.

- Any and all adulterations of the specimen will be detected and considered a violation of the drug testing policy and the student will receive consequences as outlined in the policy. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.) They are not called positives but have the same consequences.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample or will be subject to "Positive" test consequences.

Hair Follicle

- All students must have a picture ID or be identified by the school administrator. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians and a designated school administrator will be witnesses to the test.
- Privacy must be kept for all students.
- The student will be seated and the collector will begin to fill out the chain of custody form.
- The collector obtains a 100 milligram sample of hair (90 to 120 strands) cut at the scalp, from the student's head. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair.
- The collector secures the hair sample in foil and completes chain-of-custody documentation in preparation for shipment to the testing laboratory.
- The student is free to leave after the sample is sealed.

Saliva Screens

- All students must have a picture ID or be identified by the school administrator. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Students may be tested individually or in a group.
- The collector will have each student identified and given a test device number.
- Each student will be given a saliva collection device and told to pool about 2ml into the device.
- The collector will extract the saliva from the student into the matching test device.
- Any non-negatives will be sent to the laboratory for confirmation.

How are the test samples analyzed?

There are two main categories of urine drug testing -- screening and confirmatory. Screening tests are initial, qualitative drug tests conducted to identify classes of drugs present in the urine and typically are done using immunoassay. An immunoassay is a biochemical test that measures the presence or concentration of a macromolecule in a solution through the use of an antibody or immunoglobulin. They rely on a set threshold above which a positive result is produced and therefore do not detect lower concentrations of a drug. Screenings are typically done on-site. Confirmatory tests are used for further analysis of a sample -- to confirm a positive or sometimes, negative, result and typically are done using gas chromatography/mass spectrometry (GC/MS) or high performance liquid chromatography (HPLC). Confirmatory testing can identify a specific drug.

Hair

Accessioning involves the initial processing of a sample into a laboratory's system. This includes verifying that the sample was sealed and shipped properly, assigning a random LAN (Laboratory Accessioning Number), and completing any additional data entry not provided by an electronic chain of custody system.

Screening involves an initial quick check for drugs of abuse. While Screening is a cost-effective way to rule out drug usage on the majority of samples, a positive screen needs to be confirmed. Any samples that are presumptively positive in screenings do require a secondary confirmation.

If a sample is presumptively positive in the Screening stage, more hair is pulled from the initial specimen and prepared for Extraction. In this stage, drugs are extracted from hair at a much lower concentration, which is why hair drug screening is the most difficult methodology to perform.

Confirmation of any positive screening result is conducted via GC/MS, GC/MS/MS or LC/MS/MS. All presumptive positive samples are washed prior to confirmation as needed. The entire laboratory process from Accessioning to Confirmation is reviewed under both the CAP (College of American Pathologists) Hair designation and the accreditation to ISO / IEC 17025 standards.

Saliva

Initial screen uses immunoassay. The macromolecule detected by the immunoassay is often referred to as an "analyte" and is in many cases a protein.

How long does it take for test results to come back?

Initial negative screens can obtain results immediately. Laboratory confirmation happens usually within 24 to 48 hours. Confirmation may be delayed if parents cannot be reached.

Hair

Samples are always sent straight to the laboratory for processing. Results are processed in 1 to 3 days.

Saliva

Initial negative screens can obtain results immediately. Laboratory confirmation happens usually within 24 to 48 hours. Confirmation may be delayed if parents cannot be reached.

How are test results communicated to families? How will parents/guardians find out if their son/daughter has been tested?

After they have been sent to the laboratory for further testing, the Medical Review Officer (a physician that has special training in drug testing), will review all "non-negatives" or suspected adulterations.

Depending upon the substances found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescribed medication from a physician. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication. Failure to provide such requested information will be considered a positive result.

The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

Finally, the Medical Review Officer, based upon the information given, will certify the drug test results as positive or negative. Positive results will be reported to the school designee (Assistant Principal for Faculty and Student Formation) by email.

The designee, within one (1) school day of receiving the test results from the drug testing company, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be informed of the positive results. The designee will then provide a written notification to the parent/guardian/custodian via U.S. mail.

Can the testing procedure lead to a false positive?

No. Any non-negative screen is verified by the laboratory with GC/MS which will give the digital fingerprint of drug. In other words, poppy seeds will never show up as marijuana. The Medical Review Officer (a physician that has special training in drug testing) also reviews each test to insure the proper procedures are used as well as ruling out prescriptions etc.

What if a student has a prescription medication? Will that show up as a positive test?

No. It will initially show up as a non-negative. Then the lab will verify the drug. Then the Medical Review officer will see if there are any other factors, especially prescriptions, that could cause the non-negative. If there is a prescription then it will be reported as negative, unless there is an amount of the particular drug in excess of what the prescribed amount would normally indicate. Nothing happens to the student during this process.

Can test results be challenged?

Yes. If a parent disputes the result, the same sample can be retested at the same lab or a different certified lab. The cost would be incurred by the parent if the result is the same. If the result was different, Great Lakes Biomedical would incur the cost. It takes a couple of days for the re-test to occur. If the result was different and indicates a negative result, the student will not be disciplined in accordance with the policy. If the result was different, but indicates a non-negative result, the school may retest the sample at a different certified lab. If the re-test is negative or non-negative, no discipline will issue; if the re-test is positive, the student will be disciplined in accordance with this policy.

Will the screening results appear anywhere on my student's permanent record?

No. A cumulative student file will contain only an academic transcript, attendance records, educational testing records, parental contact information and required health information. Records related to the student's drug and alcohol test results and any Guidance or Discipline files are destroyed in accordance with the school's document retention policy. Guidance and Discipline records are not sent to colleges.

Can additional disciplinary consequences be imposed by a coach/moderator on top of the consequences outlined in the school's policy?

Coaches and moderators have the right to establish and enforce team/club rules and consequences for violations of such rules. However, to ensure the fair and impartial treatment of students who violate this policy, coaches and moderators may NOT impose additional consequences for violation of this policy. The only disciplinary consequences that are to be applied to students found to be in violation of the parameters of the policy shall be imposed by the school administration, in accordance with the stated consequences outlined in this policy.

What if a student violates provisions of both The Health and Wellness Program and The Disciplinary Program during his/her tenure at Hoban? How will the consequences be adjudicated, given the two parts of the policy have different consequences?

Combinations of Violations from Health and Wellness Program and Disciplinary Program will be cumulative and assigned based upon the order in which category violations occur. For example, a student with a First Positive from a mandatory random test (The Health and Wellness Program) who then tests positive for a reasonable suspicion test (The Disciplinary Program) will be subject to consequences of a Second Positive offense under the guidelines of the Disciplinary Program.

Likewise, a student with a First Positive from a reasonable suspicion test (The Disciplinary Program) who then tests positive during a mandatory random test (The Health and Wellness Program) will be subject to consequences of a Second Positive test under the guidelines of The Health and Wellness Program.

Can I seek help from Hoban if I am concerned that my son/daughter has a problem with alcohol or drugs?

Yes, absolutely! Parents/guardians are encouraged to seek help from Hoban if they are concerned about their son/daughter using drugs or alcohol. Self-referrals by a parent, guardian or student will be treated as a counseling issue unless the reporting is related to a disciplinary incident or disciplinary probation as outlined in Part II of the drug and alcohol policy.

What is the difference between a "self-referral" and "self-admission"?

A "self-referral" is a provision under The Health and Wellness Program (Part 1) that allows a student to seek help prior to testing positive on a random drug or alcohol test. It occurs when a student asks a counselor, administrator, or any other school personnel for help and an assessment prior to any known violations of the policy. A self-referral may only happen prior to a student being notified that he/she must submit to a random test. A student may utilize a self-referral only once in four years. Additional information regarding a "self-referral" is found within the policy.

"Self-admission" is a provision under The Disciplinary Program (Part 2) that allows a student to be honest about his/her drug or alcohol use away from school when confronted by the school's administration. "Self-admission" is defined as an admission by a student to the school administration that he/she has recently used or possessed drugs/alcohol. A student may self-admit at any point prior to the time that he/she is given notice to complete a reasonable suspicion drug test (i.e. when he/she is asked questions directly relating to an incident/event at which drugs/alcohol may have been present to or in use by students). A student may not self-admit after he/she is asked to complete a test based on reasonable suspicion of alcohol/drug use relating to an incident/event at which drugs/alcohol may have been present to or in use by students.

Why are there different consequences for “self-admission” and “non-self-admission” violations under The Disciplinary Program?

Under the school’s previous drug and alcohol policy, there was no way to determine whether or not students who were identified as being present in an environment where drugs or alcohol were also present had consumed such substances. Because of this reality, it was incumbent upon the students to volunteer such information about themselves. The result was that students who were honest about their drug/alcohol consumption were penalized, while those who may not have been honest were exonerated. This situation created a culture that rewarded dishonesty and punished those who told the truth.

Under the new guidelines of The Disciplinary Program (Part 2), the reasonable suspicion testing provision enables the school to determine which students choose to consume drugs or alcohol and which students refrain from such consumption when in the presence of such substances. The different consequences associated with “self-admission” vs. “non-self-admission” violations attempt to reward students who are honest about their usage prior to being asked to submit to a reasonable suspicion test. Likewise, those students who are dishonest to the school’s administration and have their claims refuted by reasonable suspicion test results face more stringent consequences than those who choose to tell the truth. It is the school’s hope that this provision is another step in helping to form truthful students and create a culture of honesty within the school community.

Why doesn’t Hoban completely remove all co-curriculars from students who test positive for drug/alcohol use? Wouldn’t that be a greater deterrent?

While recognizing that co-curricular activities are privileges, Hoban also acknowledges the supportive role that teammates/club members play and the structure that team sports/club involvement provide in the overall development and wellness of individuals going through personal struggles. As such, while consequences for violations of this policy may involve the forfeiture of participation in public representation, outside competition and participation in co-curricular activities, it is the school’s belief that maintaining one’s involvement as a team or club member through practices or similar engagement is beneficial to the overall wellness of the student.

Student Conflict

While we work diligently to meet individual student needs as they arise, we acknowledge that there may be times when a student or parent has need for clarification of school policies and/or resolution of a conflict.

The following are some scenarios that may occur in the normal course of a student’s high school career. It should be noted that Archbishop Hoban High School faculty and staff believe that under all circumstances the parties involved in the issue should first talk with one another before taking any issue to a third individual. If this solution does not result in resolution of the matter, then a third individual may be involved in the following manner:

Conflict Between Students

Student A should talk with Student B. If resolution cannot be reached, a counselor may be asked to mediate. If further intervention is required, the case may be referred to the Dean of Students, Associate Principal or Principal as needed. When conflict becomes a disciplinary concern, the issue may be taken directly to the Dean of Students or Principal.

Conflict Between Student and Teacher

The student (and parents, if desired) should make an appointment to speak with the teacher. If resolution cannot be reached, the case may be referred to the Department Chairperson. At that time, the Department Chairperson may decide if a counselor (student issues) and/or the Principal (faculty issues) need to be involved.

Conflict Between Student and Coach

The student (and parents, if desired) should make an appointment to speak with the coach. If after talking to the coach, resolution cannot be reached, the Athletic Director or Assistant Athletic Director may be brought in to mediate. If further intervention is required, the case may be referred to the Principal.

Harassment, Bullying and Hazing

In the Holy Cross tradition, we value each person and are opposed to demeaning behavior in any form. Students who engage in actions that harass, bully or haze will be subject to disciplinary action.

Harassment is defined as words, gestures and actions that tend to annoy, alarm, embarrass and/or abuse another person, creating an offensive environment for a person. It occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of age, color, disability, gender, national or ethnic origin, race, religion,

sexual orientation, or socio-economic status, when one person makes verbal or physical contacts with another person who does not want these contacts.

Types of harassment include the following:

- **Verbal harassment:** Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- **Physical harassment:** Unwanted physical contact, touch, impedance, blocking, assault, hazing, or any intimidating interference with normal activity or movement.
- **Visual harassment:** Derogatory, demeaning, or inflammatory drawings, written words, cartoons, posters, gestures, or altered photographs physically produced or posted.
- **Online harassment and Cyberbullying:** Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Sending emails or posting comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, in person, via online activities, or in any other way, intending to physically or emotionally harm another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

Bullying involves some sort of force, whether overt or subtle, that demonstrates the bully's power over another. Bullying may include exclusion of another from participation in an activity. Bullying activities may also force one student, by words or actions, to do something that he or she does not choose to do voluntarily. Teen dating violence is an act of bullying.

Hazing occurs in any activity when someone anticipates joining a group or maintaining status in a group, that humiliates, degrades or risks their emotional and/or physical well-being, regardless of the person's willingness to participate in the activity.

Sexual Harassment

Archbishop Hoban High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Archbishop Hoban High School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. This policy is in effect for all reciprocal relationships: student and student; student and adult; adult and adult.

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; unwanted or unwelcome touching of a sexual nature; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school, or on the school grounds; continuing and unwanted written, oral, or electronic communication of a sexual nature directed to another; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the Principal, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any reason to believe: (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples.

In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

Response to Harassment

Allegations of sexual harassment (as defined above) are to be reported to the teacher, an Associate Principal or Dean of Students. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to:

- Verbal warning/reprimand and apology to the victim
- A parent/student and Dean of Students conference
- Written warning/reprimand and parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Appearance before the Disciplinary Council
- Suspension
- Expulsion

Threat of Violence

Any student threats to inflict any harm to others must be taken seriously immediately. Whoever hears or reads the threat should report it immediately to the Principal, an Associate Principal or the Dean of Students. Evidence of premeditated violence is a very serious issue. The Principal may notify police if the threat of physical harm is substantiated. If a second-hand account of such a threat is received, an investigation will be held to determine its authenticity and to take appropriate action. For the student who makes such a threat which is substantiated:

1. The student will be detained in the Central Office under supervision.
2. The parent or guardian of the student will be notified.
3. The student will be suspended and not permitted back into school until there has been a psychiatric evaluation and the school Principal has received a written statement from the mental health professional that the student does not pose a danger to self or others. This written statement should also include a recommendation regarding a need for counseling and a plan for implementation.
4. The student will appear before the Disciplinary Council that will make a recommendation to the Principal regarding continued enrollment and sanctions.

For any student identified as a potential victim:

1. The parent or guardian will be notified either verbally or in writing.
2. The school will work with the parent or guardian to help identify where counseling can be received.

An adult identified as a potential victim will be notified.

Threat To Self

If any student states, by word or action, that suicide or self-injury has been attempted or is being considered, the student must be escorted to the Student Services Office or the Central Office. The student will not be left alone until their guidance counselor or an administrator is informed. A risk screening will be conducted with the student.

The student's parents will be contacted as soon as possible regarding the matter and may be asked to come to school to pick up the student. At this time, the parent may be asked to sign a release allowing the school to communicate with a licensed mental health professional chosen by the parent. If the student is determined to be at high risk for life threatening self-harm, the parents will be required to provide documentation demonstrating that either the student is receiving counseling from a licensed mental health professional or that in the opinion of that professional counseling is not needed at this time. This documentation must be provided to an administrator prior to the student's return to school.

Consideration for Others

All students and teachers treat each other with mutual respect. Behavior or communication, including on the Internet, that is sexist, racist, derogatory, demeaning, or bigoted will not be tolerated.

Students are expected to display a sense of maturity and responsibility at all times. Throwing anything at any time is not appropriate behavior. Any object thrown can be a source of physical harm to others and cause damage to property. Students who violate this basic rule of safety will incur detentions or suspension. Repeat offenders may incur detentions or other disciplinary sanctions. If persons or property are injured or damaged, immediate suspension and possible expulsion will occur. The student will be responsible for the cost of damage repair.

Proper decorum is expected always and everywhere. Failure to exhibit proper decorum at a school event will result in disciplinary sanctions.

Teachers may prohibit students from bringing into the classroom any item the teacher considers inappropriate.

Computer Network and Internet Use

Students are required not only to follow the rules in the policy personally, but also not to participate with or in any way support, help, encourage, view or condone any misuse of the network by others. Misuse means any violations of the policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Hoban is providing access to its computer network and the Internet for educational purposes only. No other personal use of the Internet is condoned or recommended by the school.

All users must abide by rules of network etiquette, “netiquette,” which include:

- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without parental permission, and never in a secluded place or private setting.

Among uses that are considered unacceptable and constitute a violation of the policy are:

- Uses that are offensive to others, such as sexist, racist, derogatory, demeaning, or bigoted communication; gender-related slurs or jokes; stalking, harassing or otherwise intimidating language or threatened actions.
- Uses that violate the law or encourage others to violate the law. No one should transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, students should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, no one should engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, Trojan, time bomb, or other harmful programming or vandalism.
- Users may not breach the security software on Hoban’s student workstations for any reason. Specifically, users may not access the workstation directories to change or manipulate files, access applications not available on the desktop, or reconfigure system configurations.
- Uses that access controversial or offensive materials. All users and their parent or guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the supervising teacher or the technology coordinator.
- Hoban prohibits the use of school computers to disseminate messages or literature or to access Internet sites that contain pornographic, racist, hateful, or other content that, in the sole opinion of the school, is morally offensive.
- Participating in public chat rooms and online communities serve no educational purpose and are prohibited. Examples of chat rooms include, but are not limited to, Snapchat, Kik Messenger, and Tumblr. Examples of online communities include, but are not limited to, MySpace.com, FaceBook.com and Yahoo360.com.
- Live video streaming is not permitted.
- Uses that are commercial transactions. Students may not sell or buy anything over the Internet while using Hoban’s network. You should not give others private information about you or others, including credit card numbers and social security numbers.
- Students may not register on game sites, etc. through Hoban's network.
- Unsupervised student use of a faculty or staff computer.

Network and Internet access is provided as a tool for your education. Hoban reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all use of the computer network and Internet access and any and all information transmitted or received in connection with such uses. All such information files shall be and remain the property of Hoban and no user shall have an expectation of privacy regarding such materials.

The user's use of the computer network and Internet is a privilege and not a right. A user who violates this policy shall, at a minimum, have his or her access to the computer network and Internet terminated, and Hoban may refuse to reinstate access for the remainder of the student's tenure at Hoban. A user violates this policy not only by personally violating the above Policy, but also by participating with or in any way supporting, helping, encouraging, viewing or condoning misuse by others. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access had been denied or terminated. Hoban may take other disciplinary action beyond terminating access when deemed appropriate. If as a result of disciplinary action a student loses this privilege, he or she will be removed from any course that requires network access, earning an "F" for the semester.

Hoban makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. The user takes full responsibility for his or her use, and the parent(s) or guardian(s) are agreeing to indemnify and hold Hoban and all of its administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to, any fees or charge incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with Hoban in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet.

At times students may use the Internet from outside the school in ways which cause harassment (as described below) of members of the Hoban community. The school reserves the right to take appropriate disciplinary action.

Acceptable Use Policy (AUP) for iPads

iPad Student Agreement

The use of technology to provide educational material is a privilege and not a right. Students and parents should refer to the Hoban Parent-Student Handbook for rules regarding Computer Network and Internet Use and Cell Phones. A student's failure to follow this AUP or the student code of conduct as specified in the Handbook may result in the revocation of the privilege or other disciplinary action.

Internet Access

While on Hoban property, students are required to use the Hoban Student Wi-Fi to access the internet. Students are prohibited from circumventing the Hoban Student Wi-Fi via mobile hotspots, VPN's, or other similar means.

Permitted Use

The use of the Hoban Internet on campus is limited to instructional purposes that have been approved by a teacher or a member of the administrative staff. Teachers may set additional restrictions on the use of the iPad within their classrooms and may inspect the iPad as necessary. Notification alerts, banners, and sounds must be disabled. Any use of the iPad during co-curricular events, bus rides, etc. must be approved by the moderator. Students may not "jail break" the Hoban issued iPad or download a beta version of iOS as beta versions are often unstable and may result in the iPad functioning improperly.

Photos and Audio and Video Recording

iPads or other devices cannot be used on campus to take photographs or record video or audio of persons unless that use is in connection with approved instructional or co-curricular activities and the written consent of the subjects has been obtained. Students may not post audio, video, photographs or other representations of Hoban activities or school personnel on any public media site without written consent.

Privacy

Electronic communications and activity on the Hoban network are not private. Hoban will have access to all communications and histories relating to uses of the Hoban network.

iPad Accessories

Students are permitted to use Bluetooth keyboards, headphones, earbuds, etc. only when approved by a teacher in the classroom or cafeteria. It is not acceptable to wear headphones, earbuds, etc. around the neck, ear or through the shirt when not in use.

Apple Classroom

Bluetooth and Wi-Fi should always be on. Students should be in compliance with the system requirements for Apple Classroom as used by teachers.

Security and Damages Responsibility

The student is responsible for the security of the iPad. Hoban is not liable for any iPad stolen or damaged while on or off campus. Students will be given a case with their iPad that they may customize. A protective case for each iPad is required at all times.

Financial Responsibility

The parent or legal guardian is financially responsible to ensure each student has a working iPad at school each day. If the iPad becomes damaged or is no longer in good working condition during the school year, the student will take the iPad to Mr. Hottinger for repair and to receive a loaner iPad. If the cord or charger malfunctions for any reason, it is the responsibility of the student to replace the non-working cord or charger. The student will turn in the iPad, case, cord and charger before leaving on summer vacation, graduating from Hoban or before transferring out of Hoban. The iPad must be fully functional and undamaged when turned in for the summer, upon graduation from Hoban or upon transferring out of Hoban or a fee will be assessed. If the Logitech or Zagg Bluetooth Keyboard is damaged, students will take the keyboard to Mr. Hottinger for replacement within the first year of receiving the keyboard. If the keyboard malfunctions outside of the first year, the student will be charged \$100 to replace the keyboard.

iPad Insurance & Repair

Insurance is provided through the Worth Ave Group. The first repair is included in the General Fee. There is a charge of \$50 per additional repair. (e.g. The second repair is \$50. The third repair is \$100 so on and so forth.) For all iPad repairs there is a \$10 shipping and handling fee.

Network Security

Hoban's network filters will be used to regulate connections to the Internet. Students may not attempt to bypass the filter system using any means or otherwise attempt to bypass or modify Hoban network security. Hoban cannot assure parents that the filters will block all objectionable websites. Any profiles that are installed on the iPad are for the security and protection of the student and are never to be removed. Removal of profiles is a violation of this AUP and will incur disciplinary action.

Hoban has the right to collect and examine any iPad that is suspected to be in violation of this AUP. Refusal to grant such access will be dealt with as a violation of this AUP.

Printing from an iPad

Students are permitted to print to student networked printers.

iPad Charging

The iPad is to be fully charged prior to bringing it to Hoban and should run off its own battery while on campus. There are charging stations available in room 21 and the Central Office.

Online Posting and Social Media

Social media is a powerful marketing and communications tools. Alumni, parents, and students are welcome and encouraged to share content that positively promotes Hoban and students on their personal social media accounts.

Students and parents are not permitted to create social media accounts that represent Hoban without prior authorization. Accounts that represent Hoban includes use of school name (any variation of *Archbishop Hoban High School Knights*), logos, images, audio, video or other depictions of the school, school activities or members of the Hoban community without the written consent of Archbishop Hoban High School. Student organization social media accounts must be requested using the procedure found in *Guidelines and Procedures for Social Media Sites Representing Hoban*, available from the Hoban Director of Communications. Issues of students using social media in ways that are inconsistent with the school's Catholic and Holy Cross values will be handled in accordance with applicable school policy. Depending on each situation, this may include a request for the removal of posts, content, and accounts and/or disciplinary action up to and including expulsion.

Lost and Stolen Property

The school is not responsible for property lost or stolen on school premises. For our records, students are asked to report a stolen item to the Dean of Students. Lost and found items are kept in the Central Office. Students are encouraged to be particularly careful with expensive electronic or digital devices that they choose to bring to school. These devices should not be left in places that are not secure.

Search and Seizure

If there is reasonable cause to believe that a student is carrying or concealing a weapon, alcohol or drugs, or unauthorized or stolen property, the administration has the right to search a student's outer clothing and pockets, purses, and bags as well as lockers and vehicles. This includes items brought to campus or to a Hoban event. The search is to protect other students and staff, as well as the integrity of the Hoban community.

Building Security

Hoban is a closed campus. The school reserves the right to prohibit anyone from being on school property, if, in the opinion of the administration, that person poses a threat to the safety and well-being of the Hoban Community.

- The building opens each school day at 7:00 a.m.
- After the start of the school day access to the building is limited to the main entrance, under the dome.
- Students entering the building before 7:45 a.m. should go to their locker, prepare for the school day, then report to Foley Commons until the 7:50 a.m. warning bell.
- Students not involved in a school-sponsored activity must leave the grounds by 3:15 p.m. unless they study in Foley Commons, which closes at 4:30 p.m. The designated area for these students to meet their transportation home is under the Dome.
- Students are not permitted to loiter on school grounds after 3:15 p.m. Hallways, the concourse and all other entrances are off limits.
- Those waiting for scheduled activities or parent rides must report to Room 17, or the area of the Dome, until their ride arrives or practice starts.

Visitors

- All visitors must enter at the Dome, sign in at the Security Desk and receive an identification badge, in accordance with state law. Visitors will remain at the Security Desk until their host, or a designee, comes to the Security Desk to escort them to their destination.
- Prospective students visiting Hoban must obtain a permission slip from the Admissions Office. The permission slip must be submitted to the Director of Admissions at least two days before the visitation. The visitor must also submit parental permission and permission from the visitor's home school.
- Visitors must be at least in the eighth grade.
- Student visitors are expected to adhere to the Hoban dress code and code of conduct.
- No student may have more than one visitor on a single school day.

Parking and Student Vehicles

- Students may park on school premises as a matter of privilege, not as a right. The Administration or security guards supervises the parking lot.
- The administration or its agent has the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The administration may inspect the interiors of student vehicles if there is reasonable cause to believe that illegal or unauthorized materials are contained in these vehicles. Such patrols and inspections may be conducted without notice, consent or search warrant. If a student fails to provide access to the interior of his or her vehicle upon request, the student will be subject to school disciplinary action.
- Students are prohibited from parking in areas designated as Reserved, Handicapped and Faculty parking. Students who park illegally or in restricted areas may be issued school detentions or a Saturday Work Day.
- Any student who drives to school must obtain a Parking Permit from the Business Office. Students must display the Parking Permit by hanging it from the rearview mirror. Students who park without a permit may be issued detentions and lose parking privileges.
- Students must follow established traffic patterns and obey all posted signs.
- Drivers who are careless or reckless may be barred from parking in the school lot.

Halls and Classrooms

- Students may not wander through the halls during class time. Silence is to be observed in corridors when classes are in session.
- Any student or group of students wishing to use a classroom during a free period or after school must receive prior approval from the Dean of Students, an Associate Principal or the Principal. Proper adult supervision will be necessary.
- There is no gum chewing in any carpeted area.
- CD or tape players, headphones, ear buds, and cell phones, etc. are prohibited.
- Backpacks and book bags are prohibited in the classroom and are not to be used to carry books between classrooms. An approved Hoban bag for carrying iPads, etc. is available in the Hoban Store.

Locks and Lockers

- All students are assigned lockers, which are the property of Hoban High School.
- Students must use Hoban school locks on their assigned lockers and on gym lockers. They can be purchased in the Hoban Store. The administration reserves the right to remove other locks.
- Students who do not lock their lockers do so at their own risk.
- Students may not exchange lockers or share lockers.
- Students may not keep materials in their locker that are illegal or harmful to themselves or others. Leaving food in a locker is a health hazard.
- If there is reasonable cause to suspect students have illegal or harmful materials, lockers will be searched to protect other students and staff personnel.
- Problems with locks or lockers should be reported to the Associate Principal in the Central Office.
- Locker doors must be closed at all times.

Foley Commons

- Students may not sit on tables or the air handlers.
- All four legs of the chair must be kept on the floor.
- During periods 1, 2, 3, 9 and 10, iPads and headphones, etc. may only be used with teacher approval.
- Cell phone usage is limited to lunch periods.
- Card game and computer game playing is prohibited in Foley Commons during school hours.
- Students leaving debris on tables or chairs may be issued a detention or other disciplinary consequences.
- Students may not leave Foley Commons during a class or lunch period without proper authorization.
- Only seniors may go outside and only during lunch period. Students must notify the supervising teacher when going to the Wartko Pavilion. They must remain in the Pavilion and away from the building, cars, etc.
- Students must remain in Foley Commons until dismissed by the teacher in charge.

Student Supervision

- The building and premises at Archbishop Hoban High School are supervised from 7:30 AM - 4:30 PM on school days. After school students are to clear the hallways by 3:15 PM and report to a supervised area, Room 17 until a supervised activity or practice starts, or the area of the Dome until their ride arrives.
- The Student Athletic Corridor is not an area where students can gather before or after school, unless a faculty member, staff member, or coach supervises them. Students waiting for practice or parent rides must report to Room 17, or the area of the Dome, until practice starts or their ride arrives.
- The Innovation Center is not an area where students can gather before or after school, unless a faculty member, staff member, or coach supervises them. After school students must report to Room 17, or the area of the Dome.

Drone Policy

Archbishop Hoban High School strictly prohibits the unauthorized use of unmanned aerial vehicles (UAV), also known as drones, by any person at any Hoban event or activity. The prohibition applies to all events Hoban participates in, whether held on or off Hoban's campus.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. This prohibition applies to any and all property owned by Archbishop Hoban High School including but not limited to the school building, athletic facilities, spectator areas, and parking areas.

Violation of the above policy may result in confiscation of the UAV and/or removal of the violator from the premises.

Any and all exceptions to this policy require the express written permission of the Archbishop Hoban High School President, Principal or Athletic Director in advance.

Assemblies

Barry Gymnasium is used for a variety of activities: pep assemblies, educational programs, liturgies, etc. It is important that an appropriate mood be established for the type of program presented. Students should show respect by proper attention and behavior. Inappropriate applause, booing and whistling are disrespectful and have no place, any time, at any assembly. Student attendance is required at all assemblies.

Dances and Dance Guest Passes

When Archbishop Hoban High School sponsors a dance it is primarily for Hoban students. Dances are ordinarily held from 8:00 to 11:00 PM. Students are permitted to start leaving the dance fifteen (15) minutes before the dance is over.

If a Hoban student wants to invite a non-Hoban guest, the Hoban student must submit a completed Student Guest Pass. The non-Hoban student must be at least in Grade 9 and no older than 20 years. Since a number of signatures must be obtained, the Hoban student should allow enough time so the completed pass is submitted when purchasing tickets to the dance.

Posting of Materials

Any materials to be posted or distributed to faculty or students are to be approved in writing, by both the appropriate faculty moderator, the Dean of Students or the Principal. Masking tape or painters tape are the only approved materials to hang on the walls and lockers.

Visor Editorials

The *Visor* is published several times a year as a forum for the expression of student news and opinion. The paper and electronic version are free of charge to all students, faculty and staff. The *Visor* does not carry advertising.

The *Visor* strives for accuracy and balance in its coverage, and publishes only legally protected speech. The *Visor* does not print material that is obscene or libelous, material that constitutes an unwarranted invasion of privacy, or material likely to be disruptive of the educational process. The *Visor* consults with school attorneys on matters of potential liability.

The *Visor* welcomes letters, either in response to its editorials and news stories or raising issues of concern to its readers. Letters must not contain errors in fact. Letters must be signed, but a name may be withheld on request of the writer for sufficient reason. When a letter is signed by more than one person, the *Visor* will print only the name of the Principal writer, with an indication of how many other names were signed. Letters are subject to editing as to length, language and libel. The *Visor* mailbox is in the Central Office; its e-mail address is *Visor@hoban.org*.

The *Visor* does not submit to prior review by any member of the administration or board of trustees. The editor-in-chief makes decisions on the content of the paper, but may be overruled by a majority vote of the editorial staff. The adviser reviews copy and advises editors and staff members but does not determine the content of the paper or act as a censor on behalf of the administration.

Unsigned opinion, labeled "staff editorial," represents the consensus of the *Visor* editorial staff and may be construed as the position of the paper. Signed opinion, in regular columns or appropriately labeled commentaries, represents only the opinion of the writer and not necessarily the views of the *Visor*. Opinions expressed in the *Visor* are not necessarily the opinions of Archbishop Hoban High School, its board of trustees, administration, faculty, staff or student body.

Since the invasion of a student's privacy is not protected by the First Amendment, the *Visor* will ordinarily not publish stories concerning specific disciplinary matters involving particular students. Since school officials have a legal obligation to keep such matters confidential, it is difficult to cover such stories fairly. If a disciplinary policy of the school is questioned, the matter will be raised at a time when the reader is not likely to associate it with an individual infraction or its consequences.

The *Visor* chooses not to take a position which is inconsistent with the teaching of the Catholic church on clear matters of faith or morals, but may take a position contrary to current church discipline or practice. For example, the

Visor will not take a position that Jesus did not rise from the dead (contrary to defined faith) or advocate premarital sex (contrary to Catholic moral teaching), but may advocate that priests be allowed to marry (contrary to church discipline and practice).

The *Visor* is a member of, or affiliated with, the Northeastern Ohio Scholastic Press Association, the Great Lakes Interscholastic Press Association, the Columbia Scholastic Press Association, the National Scholastic Press Association, and the Quill and Scroll International Honorary Society.

Athletic Department

Athletic Department: 330-773-9107

Hoban High School follows all guidelines established by the State of Ohio, the Ohio High School Athletic Association (OHSAA) and the North Coast League.

Athletic teams are open to students currently enrolled at Hoban.

Code of Respect and Sportsmanship

Students involved in interscholastic sports or other activities are special ambassadors of the school. It is their privilege and responsibility to represent the values, behaviors, and attitudes of the Archbishop Hoban High School community. The Code of Respect and Sportsmanship presents the specific behavior of students representing Hoban.

Sportsman like behavior and attitudes are required. This includes verbal and behavioral respect of umpires, referees, teammates, coaches, spectators, cheerleaders, and opposing team members and their spectators.

The following behavior is not acceptable by players or fans: swearing, disruptive noises, horseplay, fighting, booing, name calling, put downs, threats, throwing objects, or other disrespectful behavior.

Archbishop Hoban High School, as a member of the Ohio High School Athletic Association, adheres to the rules and regulations incorporated into the Association's constitution and by-laws.

Academics and Eligibility

The athlete must concentrate first on academic success. A student athlete must maintain a 1.500 GPA at the end of the quarter to be eligible to participate in interscholastic athletics during the following quarter (eligibility changes on the fifth school day after grades close). Also, the OHSAA and Hoban require that the student pass five, one-credit courses or the equivalent to participate in interscholastic athletics during the following quarter. Therefore, PE classes cannot count as one of the five classes. Failure of more than one class for the semester makes the student ineligible the following quarter. A student athlete who is on Academic Probation must comply with the intervention process for academic difficulty.

Students entering Grade 9 must have passed five 8th Grade 4th Quarter classes to be eligible to participate in interscholastic athletics.

Attendance

Students must be in attendance by 11:30 a.m. to be eligible to participate that school day. Any exceptions require permission from the Principal.

Discipline

Students placed on in-school or out-of-school suspension are ineligible for competition that day or until allowed to return to class.

Final Forms and OHSAA Physicals

Students who wish to participate in athletics must register in Final Forms before trying out for a sport. Visit www.hoban-oh.finalforms.com, or Quicklinks on hoban.org. When Final Forms are completed, the OHSAA PPE Physical is to be printed and completed by a doctor. It is Ohio State Law that a copy of a physician signed OHSAA Physical must be turned in to the Athletic Department before trying out for a sport or participating in an athletic event. Eligibility, Rosters and Physical Education Waivers are all verified using Final Forms. The OHSAA Physical is good for one year. Please contact the Athletic Office for assistance.

Transfers

Hoban complies with the OHSAA bylaws regarding athletic eligibility. A transfer student's eligibility is based on the OHSAA Bylaw 4-7-2:

“A student is considered to have transferred whenever a.) enrollment is changed from one school to another school and the student attends a new school, or b.) the student participates in a practice, scrimmage or contest with a school-sponsored squad of a school in which the student has not been enrolled unless the non-enrolled student’s participation is pursuant to O.R.C. §§ 3313.5311 (Ohio non-public school students), or 3313.537 (Ohio community/STEM school students.) If a student transfers at any time after the fifth day of the student’s ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview/jamboree, Foundation game or regular season/tournament contest), the student shall be eligible, insofar as transfer is concerned, for ONLY the first 50% of the maximum allowable regular season contests (including all scrimmages, preview/jamboree/Foundation games) in those sports in which the student participated (participation being defined as playing in a contest) during the 12 months immediately preceding this transfer. This transfer consequence shall remain in effect until the one-year anniversary of the date of enrollment in the school to which the student transferred, at which time the student is no longer considered a transfer student. After the first 50% of the maximum allowable regular season contests have been competed, the student shall then become INELIGIBLE for the remainder of the regular season contests. Furthermore, the student shall also remain ineligible to participate in the OHSAA sponsored tournament(s) in those respective sports until the one-year anniversary of the student’s date of enrollment. A student who did not participate in an OHSAA recognized sport in the 12 months immediately preceding the transfer is not subject to the consequence of this transfer bylaw. Notwithstanding the above, if a student transfers during the season of a sport in which he or she has participated in a regular season contest, and if Bylaw 4-7-3 requires that the student is ineligible for participation in the remainder of the contests in that sports season, the student shall remain ineligible for the remainder of all regular season contests, as well as the OHSAA tournament, in that sport at the school into which the student has transferred. Furthermore, the student shall finish fulfilling his/her transfer consequence, for ONLY that sport in which the mid-season transfer occurred, at the commencement of the sport season during the next school year. This consequence requires that the student shall remain ineligible for all preseason contests (scrimmages, preview/jamboree, Foundation games) and all regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50 percent of the maximum allowable regular season contests in that sport.”

Requests for an athletic transfer are sent through the Principal and Athletic Director.

Home School Students

If a student has been home schooled for at least one calendar year, they must enter Hoban at the beginning of the school year. They must be ruled eligible by the OHSAA Commissioner’s Office.

Athlete Dress Code

An athlete is one of the school’s most visible representatives. Because they represent Hoban as well as themselves, appearance and grooming are very important. It is clearly understood that each coach will enforce rules which comply with the school dress code. Extreme hairstyles and colors are not permitted. Students who violate this policy forfeit the right to participate in contests.

Athletic Teams and Levels of Competition

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football Varsity Junior Varsity Freshmen	Boys Basketball Varsity Junior Varsity Freshmen	Boys Baseball Varsity Junior Varsity Freshmen
Girls Volleyball Varsity Junior Varsity Freshmen	Girls Basketball Varsity Junior Varsity	Girls Softball Varsity Junior Varsity
Boys Golf Varsity Junior Varsity	Wrestling Varsity Junior Varsity	Boys Track Varsity Junior Varsity
Girls Golf Varsity Junior Varsity	Boys Bowling Varsity Junior Varsity	Girls Track Varsity Junior Varsity
Boys Cross Country Varsity Junior Varsity	Girls Bowling Varsity Junior Varsity	Boys Tennis Varsity Junior Varsity
Girls Cross Country Varsity Junior Varsity	Boys Swimming Varsity Junior Varsity	Boys Volleyball Varsity Junior Varsity
Boys Soccer Varsity Junior Varsity (two teams)	Girls Swimming Varsity Junior Varsity	Boys Lacrosse Varsity Junior Varsity
Girls Soccer Varsity Junior Varsity	Gymnastics Varsity	Girls Lacrosse Varsity Junior Varsity
Girls Tennis Varsity Junior Varsity	Cheerleaders Varsity Junior Varsity Freshmen	
Cheerleaders Varsity Junior Varsity Freshmen	Dance Team	
Dance Team		

Financial Information

The Business Office is open from 7:45 a.m. to 3:30 p.m. during the school year. During the summer, the office is usually open from 8:00 a.m. to 2:00 p.m.

Tuition for the 2019-2020 school year	\$11,800.00
General Fee	\$400.00
Registration Fee	\$125.00

Charges and Additional Fees.

For each semester of a Visual Art class	\$45.00
Parking Permits	\$85.00
Student Activity Pass	\$75.00
Schedule Changes after July 1 st	\$50.00
2019 Yearbook	\$85.00

The prompt and timely payment of all tuition and fees allows the school to plan and operate in a responsible manner. The Hoban payment policy requires that payments be made on time. If tuition is not paid on the due date students and parents may be denied access to PowerSchool, report cards, and the student may be excluded from classes, activities, and/or exams. Transcripts, grades, the diploma, athletic release, etc. will not be processed and/or sent home or to other institutions until all obligations to Hoban are settled. Medical records and IEP's will be sent to other schools on request. Seniors must have all financial obligations paid in full by May 10th in order to participate in Graduation ceremonies and all Senior Activities.

Hoban's policy requires that tuition be prepaid and due in full on July 1st of the upcoming school year. To assist families in meeting this obligation, Hoban has contracted with FACTS Tuition Management. All families must complete a Tuition Intent Form annually at the time of registration which details all FACTS payment plans. All families are required to enroll with FACTS, including Full Payment Plans and EdChoice Voucher recipients.

FACTS charges \$43.00 for a plan made in three or more payments, no charge for a Full Payment Plan and \$10.00 for a two-payment plan. All tuition and fees are included in the FACTS Account. Fees are non-refundable after the 1st day of school. All scheduled tuition payments and fees must be paid in full before August 10th in order for the student's schedule to be released. FACTS will charge a late fee of \$25.00 on all accounts that are not paid by the agreement due date. Financial aid and scholarships will be applied to the 2019-2020 FACTS Tuition Agreement by the end of May. Diocesan Tuition Assistance (DTA) will be credited to FACTS agreements upon notification of DTA awards in June and July. Work Crew Program credit will be applied to the student's account the month following the hours worked.

The Jon Peterson Special Needs Scholarship Program provides scholarships to students who are eligible to attend kindergarten through 12th grade and have an Individualized Education Program (IEP) from their district of residence. The amount of each scholarship is based on the disability identified on the student's IEP as classified into categories set by the state legislature.

The General Fee includes a Technology Fee, iPad Insurance for the school year, Digital Religion Books, Retreat costs, supplemental Student Insurance and Graduation Fee. For all iPad repair claims there is a \$15.00 shipping and handling charge. Course fees for Visual Arts classes are added to accounts in September and February.

A non-refundable Registration fee of \$125.00 is due for new students at the time of registration. Beginning with the 2019-2020 school year, a \$125.00 registration fee will be added to all returning students FACTS agreements at the end of May.

A service charge of \$500.00 will be retained for withdrawals after July 1st. If a student withdraws from Hoban during the school year, tuition is due for each quarter he or she has been enrolled for five or more school days. Upon withdrawal all scholarships, grant-in-aid, and discounts will be adjusted in the same manner as the tuition adjustment.

There is a \$25 charge for each NSF check. After receiving two NSF checks, payments will only be accepted in the form of cash, cashier check or money order.

Financial Aid applications must be completed annually by March 1. Late applications may receive a reduced amount. For the 2018-19 school year Hoban will be using FACTS Grant & Aid Assistance in evaluating aid

requests. Families currently receiving aid or interested in aid from Hoban must fill out the FACTS AID application. Families interested in applying for the Diocesan Tuition Assistance (DTA) from the Diocese of Cleveland must complete the online FACTS Aid application. Access to the online FACTS GRANT & AID applications can be made through the Hoban website under the “Quicklinks” menu. Click on either the FACTS or Financial Aid & Scholarship on the pull down. Parents who are divorced or separated must each complete a FACTS Grant & Aid application. Families may be asked to submit a copy of their legal divorce or separation agreement if clarification of legal responsibility is needed.

All EdChoice recipients must submit a FACTS GRANT & AID online application by March 1.

Families with concurrent enrollment of more than one child at Hoban are granted a discount of \$750 for the second child, and \$1,200 for each succeeding child. Full time Catholic elementary school administrators and teachers receive a \$500 per student tuition discount.

Diocesan Tuition Assistance (DTA) from the Diocese of Cleveland will be credited to FACTS agreements upon notification of awards in June and July. Third-party scholarships or aid, may be deducted from the Hoban aid package.

An additional fee may be assessed for the special handling required when enrolling foreign students.

The Administration of Archbishop Hoban High School reserves the right to make individual judgements.

Student Insurance

Every student has supplemental coverage for injuries that are not covered by the family insurance plan when the injuries are incurred by students while officially participating in a school sponsored activity. The family is responsible to request, complete and submit the application. Written notice must be submitted by the parents or guardians within 30 days after the insured’s loss. Applications are available in the Athletic Office and the Business Office.

Hoban Store

The Hoban Store, located in the Concourse, will be open Monday-Friday, 10 am to 4 pm. The Store will not be open when school is not in session. The Dowed Field Store will be open from 5:30-8:30 for every home Football game. Per OHSAA rules, the Hoban Store is not permitted to be open for any playoff games. Please contact Helene Markowski at markowskih@hoban.org for any questions.

Asbestos Inspection and Management Plan

To: Parents and Legal Guardians

From: Mitch Cupach. Vice President for Management and Operations

Federal law now requires all schools to inspect their buildings for asbestos-containing materials and to develop Management Plans for those materials found. Our school has completed this Inspection/Management Plan and has submitted a copy to the Ohio Department of Health.

This asbestos Inspection/Management Plan is available for review, by appointment, during our regular business hours. If you wish to see the report, please contact the school office for an appointment. All appointment requests will be honored within five (5) working days of their receipt. Also, a copy of the Inspection/Management Plan can be made available, upon written request, for the cost of reproduction.

Our school maintenance and custodial staff has received specialized asbestos training, and will visually survey the asbestos-containing materials in our building every six (6) months. A complete re-inspection, by an EPA accredited inspector, will occur every three (3) years, and copies of these inspections will be available for your review. If asbestos abatement is ever required, other than small-scale short duration repairs, only fully EPA accredited asbestos contractors will be used.

Please be assured that we are concerned with your safety and will make every effort to comply with all laws and regulations pertaining to asbestos.

Co-curricular Activities

These Activities are open to students currently enrolled at Hoban.

Campus Ministry

Campus Ministry is open to students of all religious backgrounds as an avenue for putting faith into action. It is organized to serve three major functions that complement the religious studies curriculum. These functions are service, retreats, and liturgy. The Campus Ministry team consists of the Campus Minister, the Religious Studies faculty, and a group of students forming a leadership body. Students can participate in Campus Ministry through activities such as class retreats, the Spes Unica Retreat, various service projects, and service trips.

Knights for Life

Knights for Life are committed to promoting the sanctity of life. They have a commitment to a consistent ethic of life which compels them to educate the Hoban Community about the harmful effects of abortion, capital punishment, euthanasia, torture, and unjust wars on both the individual and the society. The primary focus of the group is to promote and support life-giving alternatives that are spiritually and emotionally healthy, and challenge all those who believe that life is sacred to work cooperatively to promote a consistent ethic of life.

Hoban Ambassadors

Archbishop Hoban Student Ambassadors represent the best of the Hoban student body. Students selected as Ambassadors represent Hoban at public relations functions, recruitment events (such as Open House and 7th Grade Visitation Day) and serve as hosts for student guests. Student Ambassadors are enthusiastic about their Hoban experience and represent the diversity of the Hoban family. Application is made at the start of each school year. Sophomores, Juniors and Seniors are eligible to apply.

Peer Mentors

Trained as sensitive and responsible listeners, Peer Mentors assist with large group guidance lessons in the freshmen and sophomore Religious Studies classes to ease adjustment to the Hoban community and to high school life in general. The students serve as a source of support and encouragement to their peers and help field difficult situations that may not otherwise be brought to the attention of the Student Services staff. Involvement in the Peer Mentor program is by invitation based on an application and teacher recommendations.

Student Council

It is the function of Student Council to coordinate student events and work with the administration for the benefit of the school by acting as a voice for the student body. Student Council consists of the Student Council Officers, officers of the four classes and chairpersons of the standing committees: assemblies, community action, pep club and activities.

National Honor Society – Seat of Wisdom Chapter

NHS consists of seniors and juniors who have an accumulative grade point average of 3.750 after five consecutive semesters of academic coursework at Archbishop Hoban High School. Throughout the year NHS members devote themselves to a variety of service projects including a tutorial program. The Hoban faculty is surveyed regarding eligible students and a faculty selection committee determines membership based on students' character, leadership, scholarship, and service.

Academic Challenge

Competing interscholastically at both Varsity and JV levels in the Summit County Academic Challenge League, team members answer timed questions in a Quiz Bowl-type format on a range of subjects. The season goes from September to December, with an all-day tournament in February. Generally, every other year, a Hoban team also appears on the Channel 5 television show.

Mock Trial

Students perform the roles of lawyers and witnesses in a simulated trial based on a fictional case. Student teams first compete at the district level, and then may qualify for regionals and the state competition in Columbus.

Science Olympiad

Science Olympiad is an opportunity for students to celebrate their passion for science, engineering and technology in a safe and encouraging setting. The club competes in Invitational Events, a Regional Event and potentially State Competition. All levels of science knowledge are important to the team.

Leaders for Environmental Awareness and Protection (LEAP)

LEAP works on improving sustainability at Hoban. Student developed projects and activities allow members of the Hoban family to learn more about the environment and then work to protect it for future generations. The group meets monthly.

Animal Care League

Animal Care League gives students the opportunity to get hands-on experience caring for Biology classroom animals. Speakers, field trips and service opportunities related to animal welfare and conservation are some of the activities that add fun and enhance knowledge and skills for members.

Junior Classical League

JCL encourages an interest in the language, literature, and culture of ancient Greece and Rome. Students compete in academic and creative competitions at state and national conventions. Academic Contests: Latin Literature, Latin Vocabulary, and Mythology, Roman Life, Reading Comprehension, Derivatives, Grammar, Pentathlon, Roman History, and Certamen. Creative Arts Contests: Two-Dimensional Fine Arts, Three-Dimensional Fine Arts, Illustrated Art, Crafts, Costume, Dramatic Interpretation, Monologue, English Oratory, Latin Recitation, and Latin Sight Reading.

Model UN

Students participating in Model United Nations role-play a country delegation to the United Nations. Members compete with teams from high schools throughout Northeast Ohio to debate international issues at conferences sponsored by local organizations and universities. Model UN engages students in research, public speaking, debate and critical thinking while encouraging teamwork, leadership and awareness of international issues. Model United Nations is open to all students.

Robotics Club

The Robotics Team competes in FIRST Tech Challenges. Students work with mentors from industry to develop the coding and mechanical construction of the robot. Development begins in September and events begin in January, continuing into the 3rd Quarter. The club is open to all students.

Student Theater

Any student interested in drama is encouraged to audition for a production. Additionally, stage, lighting and sound crews involve students in constructing sets for shows and provide the lighting and sound systems. Annual productions include a fall play, winter one act plays, and a Broadway-style musical drama or comedy each spring.

The Archbishop Hoban Thespian Society is open to all students interested in the theater, whether in acting, stage design, costumes, lighting or makeup. This is an international organization with local, state, and national competitions. Students obtain membership in the society based on a point system determined by the number of theatrical events that the students participate in while at Hoban. Students may carry membership in the International Society with them to college.

French Club

Le Cercle Francais (French Club) is for students interested in the French language and francophone cultures. Meetings are for planning activities and fundraisers, sampling French cuisine, culinary demonstrations, an occasional story or film, and study sessions for exams.

Spanish Club

The Spanish Club is open to all students interested in the Spanish language and culture by providing opportunities to enhance and enrich their study of the Spanish language and the Spanish and Spanish-American culture and civilization through multicultural and social experiences. Activities include field trips to authentic restaurants, to Hispanic heritage activities and hosting guest speakers.

Italian Club

The Circolo Italiano (Italian Club) is for students interested in the Italian language and culture. Activities consist in sampling Italian foods, cooking demonstrations, a bocce tournament and watching movies.

Fine Arts Club

The Fine Arts Club represents all the arts. Open to all interested students, activities include sponsoring art and music exhibitions, field trips, movie viewing and service projects.

Ski Club

Members pay for the Ski Club program. The fees include equipment rental, lift tickets, lessons, and transportation to and from the ski site. Students sign up October through December; the club does not begin skiing until January. At least one additional trip to an additional resort is organized; any Hoban student may participate.

Alma Mater

Hoban High, your students proud
Sing and loudly praise.
Loyal, true, amid the crowd
Our voices loudly raise.

Building upon our history,
Which never is complete,
Our depth of pride no mystery,
Each challenge we will meet.

Upon these rocks we stand as one,
All Christians strong and true –
'Til our time on earth is done,
We shall be true to you.

Fight Song

Fight for Hoban's glory,
Strong, brave and true.
Now all together
Smash that line right through

'Gainst the Knights in blue
They can't prevail.
All cheer for Hoban High,
We'll never fail!

COVID-19 Handbook Addendum

Campus Hours

Hoban's building is open to students between the hours of 7 a.m. and 6 p.m.

Students are not permitted to be dropped off or picked up beyond these hours and will be strictly enforced due to the liability of allowing unsupervised students in the building. Students go to the cafeteria from 7 - 7:40 a.m. They can go to their first-period room at 7:40 a.m.

Students who are waiting for pickup must wait outside, weather permitting, and with physical distancing, rather than inside the Dome lobby. The cafeteria is open to students waiting to be picked up, or to go to athletic practice or meetings. Students will be monitored by proctors and all must abide by social distancing rules.

Students will enter through three main doors:

1. DOOR #1: Dome entrance (Students getting dropped off).
2. DOOR #3: Alumni gym entrance (Students parking in the lower lot, gravel lot, and upper lots).
3. DOOR #7: Barry gym entrance on expressway side (Bus riders and parent drop off).

Each of these doors are equipped with thermal screening systems that will take and record the temperature of each student. All other doors are used to exit school.

People are not permitted to exit through a designated "entrance" door. All doors will be marked.

Lockers and Backpacks

Students will be assigned lockers which they can access before school, during their assigned lunch period to grab their lunch, and after school to hold coats or large bags. Students are not permitted to share lockers with one another in order to avoid contamination of their belongings.

Students are permitted to carry small backpacks as going to your locker in between classes is not permitted. We must maintain steady flow in the hallways and stopping at lockers creates too many traffic jams.

We must limit this to small backpacks to allow for easy movement throughout the classroom.

Face Coverings and ID Cards

Everyone on campus must wear a face mask at all times. Masks may be removed for eating and drinking, at the direction of a teacher or administrator, or in designated outdoor spaces while maintaining at least 3 ft. distance from others. Both cloth and disposable masks are acceptable. Hoban will supply each student with one branded, washable cloth mask. Or people may provide their own masks. Masks must be either a solid color or with a neutral pattern. Masks cannot contain words or slogans for any product, team, organization, etc. other than Archbishop Hoban High School. Masks must be at least two layers of fabric or a disposable surgical style mask.

The administration reserves the right to make final decisions about the appropriateness of any mask. A small supply of disposable masks is kept at the front desk for those who forget their mask or if their mask becomes damaged. If a student has a medical condition that precludes wearing a mask, we ask that the family notify the school (medical documentation will be required). We will work with the family one-on-one to plan an accommodation. Those students may be required to wear a face shield and maintain 6 ft of social distancing.

Beginning the 2020-21 school year, all students and educators are required to wear a school ID badge that is visible at all times in the building to ensure campus safety and security while masks are required. Student ID's will be used for purchasing lunches through mealtime, serve as their activity pass, and used for check-in to other student events.

Lost ID's will be replaced at the students expense. Each student will be given their first ID free of charge, but each replacement ID will cost \$5.

Attendance

The most important thing that we can do to prevent virus transmission among our school community, is to not bring it onto campus in the first place. Students and employees are expected to stay home in the following situations:

- Knowledge of a fever of 100 °F or higher should not report to school. A parent or guardian should report students' absences to Michelle Agnoni for attendance purposes, and it is suggested that families confer with their health care provider.
- Even without a fever, people who experience any of the following symptoms consistent with COVID-19 should not report to school. Symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

In these cases, a parent or guardian should also report the absence to Michelle Agnoni for attendance purposes. But they should also contact their health care provider for instructions and then contact Tim Lucey (luceyt@hoban.org) for further information about returning to school.

- After close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19 or are symptomatic.
- After returning from travel to certain locations, as guided by the CDC or local public health officials.

IMPORTANT: Students will be required to participate in online learning unless called off absent. Furthermore, it is important that students know their education will not be jeopardized while distance learning. Hoban provides every incentive we can for students to stay home when needed, whether they are feeling sick, are self-monitoring due to possible exposure, or simply don't feel comfortable with the risk of being in a group setting. We cannot stress enough that staying home will not be a deficiency in any way.

PREVENTATIVE STEPS FOLLOWING EXPOSURE

- If you have been exposed to someone who has tested positive for COVID-19, you should stay at home for a period of 14 days.
- Students are expected to attend classes via distance learning during those 14 days if you are otherwise asymptomatic and healthy. Students may return to campus after 14 days if no symptoms develop. In these cases, a parent or guardian should also report the absence to Attendance Secretary, Michelle Agnoni for attendance purposes. But they should also contact their health care provider for instructions and then contact Associate Principal, Tim Lucey (luceyt@hoban.org) for further information about returning to school. Students will be required to participate in distance learning unless called off absent.

RETURNING TO CAMPUS AFTER A POSITIVE TEST

- If a student tests positive for COVID-19, we ask that the family please notify Associate Principal, Tim Lucey (luceyt@hoban.org) so we can notify the Summit Council Public Health Department and perform contact tracing as necessary. Students will be required to participate in online learning unless called off absent.
- Anyone who tested positive but was asymptomatic may return to campus 14 calendar days after the positive test.
- Anyone who tested positive and experienced symptoms must meet all of the following criteria before returning to campus:
 - They must be 3 days without a fever without medication; AND
 - Respiratory symptoms (cough, shortness of breath) must be improved; AND
 - At least 14 calendar days have passed since symptoms first appeared.