



ARCHBISHOP HOBAN HIGH SCHOOL
2022-23 PARENT AND STUDENT HANDBOOK

“We will place education side by side with instruction. Instruction transmits particular knowledge and skills, while education (of the heart) fosters the values, attitudes and behaviors which will use that knowledge and those skills appropriately and productively. The quality which defines the students of a Holy Cross education heritage is the training of the hearts as well as the minds. True education is the formation of the hearts and transforming of values in people.”

—BLESSED BASIL MOREAU, CHRISTIAN EDUCATION

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.

Holy Cross Core Values

Divine
Providence

Educating Hearts
and Minds

Hope

Excellence

Family

Inclusiveness

Option for the Poor

Zeal

Discipline

Integrity

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I. General Policies

Admission

Admission to Hoban 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 with accommodations or students wishing to utilize the Jon Peterson Scholarship must also provide the school copies of their most current evaluation team report (ETR) and individualized education plan (IEP)/service plan, 504 plan, or accommodation plan.

If a student seeks to transfer into Hoban from a 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.

Hoban 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 goal of the entire Hoban community is to provide and foster the development of each student spiritually, academically, emotionally, physically. 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 and parent(s)/guardian(s) will accept responsibilities and be sensitive to the needs and concerns of others. The student and parent(s)/guardian(s) will contribute to the school's educational environment and will understand and support policies, procedures, and philosophies that enhance development toward becoming a mature, responsible, and self-disciplined person. In addition, the parent/guardian will treat faculty and staff with respect and good will. Disagreements must be handled with the dignity of the individual at heart.

These guidelines are essential to the holistic 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.

Hoban parent(s), guardian(s), and student(s), 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

Hoban 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”

Hoban seeks to create and 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 Hoban is committed to enhance and protect. We believe that all individuals are created in the image and likeness of God. For these reasons 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.

Student Place of Residence

- Parents or guardians must 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 and committed to gospel values, 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 assessments, 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.

<p>Level 1</p>	<ul style="list-style-type: none"> ● Copying another student's assignment ● Assisting another student in copying an assignment or supplying a student with a copy of a completed assignment ● Committing an act of plagiarism ● Sharing an assignment in violation of the expectation that students work alone (collusion) ● Other comparable offenses, including violation of assignment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> ● Incident recorded in student's Blackbaud log. ● Parent notified by the instructor of offense and academic consequences. ● Student will be required to redo the assignment or an alternative assignment; the scoring of second attempt to be determined by instructor. ● Behavioral consequence to be decided by Dean of Students; student may receive a Knight School.
<p>Level 2</p>	<ul style="list-style-type: none"> ● Multiple instances of a Level 1 offense ● Submitting work as one's own that has been developed by another, including purchasing work ● Committing academic dishonesty on any summative assignment ● Using physical or electronic means to share or receive questions or answers ● Other comparable offenses, including violation of assignment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> ● Incident recorded in student's blackbaud log. ● Parent notified by the instructor of offense and academic consequences ● Student will be given a 0 and then required to redo the assignment or an alternative assignment with a limit of 85% of the score; the scoring of the second attempt to be determined by instructor ● Behavioral consequence to be decided by Dean of Students; student will receive a Knight School.
<p>Level 3</p>	<ul style="list-style-type: none"> ● Multiple instances of a Level 1 and/or a Level 2 offense ● Stealing, accessing, or improperly possessing any examinations or other assignments, either physically or electronically ● Altering grades on a computer database ● Sabotaging another student's work ● Other comparable offenses, including violation of assignment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> ● Incident recorded in student's Blackbaud log. ● Parent notified by the instructor of offense and academic consequences ● Student will be receive a 0 and then required to redo assignment and that will receive no more than 75% of full credit; consequence to be decided by Dean of Students (and Principal, if

		<p>applicable); student will be required to appear before academic review board.</p> <ul style="list-style-type: none"> ● Before returning to school, the student, parent(s), counselor, and Dean of Students will meet. The student will most likely be placed on a behavioral contract.
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Confidentiality

Accurate and thorough individual permanent and cumulative records will be maintained for each student enrolled at Hoban. These records will include the 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 Hoban.

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 Hoban 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 Hoban 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 Hoban. 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.

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.

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.

II. 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 Hoban. Course offerings include a strong Honors Program, a College Preparatory Program, and elective courses.

There is no one program of study 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 Hoban. ~~In the senior year, students will also submit an essay about their service experience. Students who fail to meet the deadlines will be assigned additional hours of service.~~
 - Freshmen – 10 hours (Pass or Fail)
 - Sophomore – 15 hours (Pass or Fail - 1/4 Unit)
 - Junior – 20 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.

Early Graduation

Archbishop Hoban believes that the school experience is best lived in person and on campus each day. All pieces of the Hoban experience are critical to the student's journey, and many pivotal events occur in the last semester of the senior year. These are events that help shape and round out the formation of a Hoban Knight. Therefore, the Hoban administration is generally reluctant to consider an early graduation option. However, occasions arise where a full scholarship offer or even a professional opportunity are presented as an option for a student. Under the right circumstances, Hoban will consider an early graduation option if certain criteria are met and the rationale is healthy:

Early Graduation Guidelines:

- Student must spend at least four (4) semesters at Hoban.
- Student must declare by letter to the Office of Student Services and the Principal before the end of their sophomore year their intention of exploring early graduation.
- Student must maintain a cumulative 3.0 GPA.
- Student must provide a letter to the Principal that outlines the intention and rationale for early graduation, including the greater benefit of graduating early.
- Student and parent(s) or guardian(s) must meet with the Associate Principal of Student Services prior to summer of junior year.
- All financial obligations must be met with the Business Office.
- Student must take the appropriate summer classes per counselor's recommendation.
- Student must meet all Hoban Theology course requirements as well as all service requirements.

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 Hoban.

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, and CCP courses. Teacher's recommendation of students are based on an evaluation of their class work and work ethic in their current or related courses at Hoban.

Advanced Placement (AP) courses are taught by Hoban faculty using College Board-approved curriculum. Successful completion of coursework in the AP 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 are required to pay a fee to take the AP exam.

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 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. Archbishop Hoban High School has students participating in CCP courses through Walsh University, University of Mount Union and Kent State University.

Grading Scale

Letter Grade	Numerical Range	Quality Points	Honors Quality Points	Description
A+	99-100	4.33	4.83	
A	95-98	4.00	4.5	Superior
A-	93-94	3.67	4.17	
B+	90-92	3.33	3.83	
B	87-89	3.00	3.50	Above Average
B-	85-86	2.67	3.17	
C+	81-84	2.33	2.71	
C	77-80	2.00	2.25	Average
C-	74-76	1.67	1.67	
D+	72-73	1.33	1.33	
D	70-71	1.00	1.00	Passing
D-	68-69	.67	0.67	
F	0-67	0.00	0.00	Failure to fulfill
	63% is the lowest grade for a quarter grade.			Minimum Standards

I Incomplete
P Passed
AU Audit
W Withdrawn

A 63% is the lowest grade that can be earned for a quarter grade, provided a student has completed all required assignments and that the teacher has referred the student to the [Student Support Team](#) (SST), the teacher has met with the student and parents, and that the teacher has provided weekly communication to the parent and student on progress. A grade lower than 63% may only be given with administrative approval following each of these steps.

Grading Policies

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 communicate their make-up policy in their course syllabus.

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 (6) 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.

Semester Assessments

Information about semester assessments is communicated to students and families during the start of Quarter 2 and Quarter 4. Semester assessments may take the form of exams, projects, presentations, essays, or other formats by teacher discretion. Semester grades are calculated by 45% Quarter 1 (or Quarter 3), 45% Quarter 2 (or Quarter 4), and 10% semester assessment. There are no retakes of semester assessments nor are there make-up assessments. Requests to change an assessment time must be approved by administration; no teacher will approve a change in assessment time. Teachers may elect to change their

grade distribution to 50:50% with administrative approval. If this change is made, the teacher will communicate with students and families regarding the change at the start of Quarter 2 and/or Quarter 4.

All seniors will take a semester assessment for a one-semester course. In a two semester-course, the department will decide whether the assessment is required for all students. Assessments occur on a regular school day during a class period. In a two-semester course, the department may decide that seniors are exempt from the assessment if they maintain a minimum of a C for the third quarter, as well as a minimum of a C in the fourth quarter at 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

Blackbaud, Hoban's student information system, provides continuous information on a student's progress in each course. Parents and guardians can monitor their child's class work any day.

Teachers include comments at interim time 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 Blackbaud by clicking on the course grade for the quarter grading period (Q1, Q2, Q3, Q4.) After the midpoint 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 alphabetically at the end of each of the first three grading periods. Students on the Honor Roll for the first three quarters qualify for the Summa Cum Laude Award.

Parent – Teacher Conferences

Parent – teacher conference days provide the opportunity for parents and guardians to discuss their student's level of achievement face-to-face or through virtual meetings with

teachers. Conferences are held in the fall and in the spring 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 teachers 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 of Student Services. 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 consult on or review academic contracts as a result of academic interventions.

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 Academic Success Center and will be expected to fulfill all requirements needed for graduation. The school realizes 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 Interventions

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 Intervention: Tier I

A student is placed on Tier I of Academic Intervention if he or she received 2 F's or has a GPA below 1.500 at the end of the quarter. Students and their parents/guardians will be notified in writing of this action. Students will be required to meet with their school counselor to develop an intervention plan that will be submitted to the Associate Principal of Student Services. The intervention plan will be shared with the parent/guardian. It is primarily the responsibility of the student, with the support of his parent/guardian, to carry out this plan. At school, teachers, counselors and tutors are available for assistance.

2. Academic Intervention: Tier II

A student who has received 2 F's or has a G.P. A. below 1.500 for two (2) consecutive quarters for the academic year will be placed on Tier II of Academic Intervention. At this time, the student and parent/guardian will meet with the Associate Principal of Student Services and school counselor to address his/her academic problems and potential outcomes. The intervention plan will be reviewed and modified to increase academic success.

3. *Academic Intervention: Tier III*

A student who has received 2 F's or has a G.P. A. below 1.500 for three (3) consecutive quarters for the academic year will be placed on Tier III of Academic Intervention. The student and parent/guardian will meet with the Associate Principal of Student Services and the principal to discuss the academic problems and the student will be placed on a contract. Failure to improve academically by the end of the school year may result in the student's outplacement from Archbishop Hoban High School.

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. Policies related to [Summer School](#) courses may also apply.

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.

*Please note that the administration reserves the right to place a student on an academic contract at any point in the year.

Cocurricular Eligibility

Participation in cocurricular activities at Hoban is a privilege and therefore students must focus on academics before cocurriculars. This includes clubs, organizations and athletics.

In order to be eligible for participation in cocurricular activities, a student must maintain at least a 1.500 GPA and be passing at least five one-credit courses, or the equivalent, in the immediately preceding quarter. At the end of a quarter, any student with an "incomplete" will remain ineligible until the grade is updated. Students have two weeks to submit work to correct "incomplete" grades.

A student who is absent for all *or* part of a school day may be ineligible from participating in athletic or cocurricular activities that day. Students must be in the building by 11:30 AM or should not leave prior to 11:30 AM.

Students on any level of [Academic Intervention](#) must comply with the intervention process in order to obtain eligibility for the following quarter.

The Principal is the final authority on co-curricular eligibility.

Archbishop Hoban High School adheres to the Constitution, bylaws and regulations of the Ohio High School Athletic Association.

Absence As It Affects Grades

1. Students who are absent from five (5) meetings of a particular class during a quarter
2. without medical documentation may receive a failing grade (63%) in that class for that quarter.
3. During a semester, students absent for more than ten (10) 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.
4. Before a student who was 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.
5. 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 10 calendar days from the start of the class.
- 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.
- Changes to course schedules are not made due to teacher preference.

Auditing a Course

Permission to audit a class must be granted in writing by the teacher and the Associate Principal of 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.

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 that a student make up required credits as a condition for returning the following year. Theology 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. Students may not take more than two (2) summer school courses over a single summer nor more than three (3) summer school courses over the entirety of their time at Hoban.

Registration for summer school courses must have the prior approval of the Associate Principal of 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 at Hoban 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 of 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, social and emotional concern, and are prepared to aid the student in planning his or her course of

study. College and career counselors assist in the college search, application process and vocational planning. 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 through the app on their iPad or through the Hoban website.

Student Support Team

Archbishop Hoban High School's Student Support Team (SST) is a group of administrators and counselors who come together on a regular basis to address concerns about individual students or groups of students. SST supports students by anticipating and preventing issues before they occur and providing interventions or resources when issues do come up.

Transcripts

Requests for transcripts of credit are made to the Registrar 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 through the Admissions Office. Ordinarily a student who would be a senior is not accepted. Current transcripts, standardized test scores, recommendations, attendance records and disciplinary records must be submitted in advance of application review.

Transferring out of Hoban

Any student seeking to transfer out of Hoban must schedule an appointment with the Associate Principal of 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 of 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.

Campus Ministry **Christian Service Program**

Christian Service is an integral part of the development of the whole person. It empowers students to live out the Hoban mission and be faithful to the call of Blessed Basil Moreau, the founder of the Congregation of Holy Cross, to "have the competence to see and the courage to act." Our model is Jesus. Thus, members of the Hoban community directly serve the poor, the marginalized, and the vulnerable to develop the life-long habit of reaching out in service to others.

Students are required to complete Christian Service for promotion to the next grade level and to graduate. Christian Service hours and reflections are due March 1st each year. The number of hours of service are specified for each year of attendance and all hours are to be reported to the Christian Service Coordinator.

Archbishop Hoban High School uses x2VOL.com to track Christian service hours. Through x2VOL, students electronically submit their pre-approval form and log their Christian service hours. The hours are then verified via email by the site volunteer coordinator. Hoban's Christian Service Coordinator reviews the service hours and reflection component of each submission. This system allows students to easily access information about their Christian service hours and enables them to create a service resume that can be used for college and scholarship applications.

Retreat Program

Each year, Campus Ministry and the Theology Department jointly offer retreat programs for all grade levels. These days of reflection, offered during the school day, are an integral part of the school program. All students are expected to participate in the annual class day of reflection. Attendance at a class day of reflection is a yearly requirement to be promoted to the next grade level and to graduate.

Optional Spes Unica retreats are offered to juniors and seniors three times each school year. These are overnight, weekend retreats.

Spiritual Engagement Program

The Spiritual Engagement Program is a theology curriculum requirement. Each semester, students choose a particular prayer experience to attend at least once every two weeks. Opportunities to gather together are offered before and after school, multiple days each week. Students study the different forms of prayer that comprise the Spiritual Engagement Program in the Holy Cross Spirituality and Charism course.

Prayer opportunities include: Mass, rosary, adoration of the Blessed Sacrament, guided meditation, and Scripture journaling.

III. Student Policies

Parents or guardians are encouraged to call and email the school (Principal, Associate Principal, 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.

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

Attendance

School hours are 7:55 am to 2:50 pm. 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 guardians must call the school attendance line at 330.773.6658 or email attendance@hoban.org 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.
- A student will be considered to have Excessive Absences if they are absent from school for 38 hours (approximately 6 days) or more in one school month or 65 hours (approximately 10.5 days) or more in one school year.
- Students who are absent from six 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. For more detail, please reference [Absence as it Affects Grades](#).
- Students must be in school by 11:20 a.m. or must stay in school until at least 11:20 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 out of school for disciplinary investigation 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 the cafeteria 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.
- 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's 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 eighth unexcused tardy in a semester, the student will receive a 2-hour Knight School (3 - 5 pm). Every subsequent five unexcused tardies will result in an additional 2-hour Knight School.
- Once a student reaches 15 unexcused tardies to school and/or any class period, 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.

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 guardians will be notified. Truant students will receive a minimum of one Knight School.
- 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 Knight School. Parents or guardians will be notified by letter.
- Upon the third offense, the student will be called to appear before the Disciplinary Council.
- Students truant for more than one class period are subject to multiple Knight Schools. Parents/guardians 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 email.
- 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 guardians 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 the Attendance Office and all of their student's teachers at least one week before any trip. Teachers will inform students of which work may be completed during the trip and which work may need to be made up upon their return. Completion of makeup work is the student's responsibility, not the teachers.
- Absences during semester assessments are highly discouraged. In order to take an assessment at a different time, a student must receive [prior administrative approval](#). Teachers will not reschedule exams for students.

College Visitation

It is Hoban's policy to permit juniors and seniors planning to go on to college to have leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to ensure that permission is granted for an excused absence.

The following procedure must be completed prior to permission being granted:

1. Seniors have no more than three (3) college visitation days that are to be used during the first three quarters of the school year.
2. Juniors have no more than (2) college visitation days that are to be used during the last two quarters of the school year.
3. The student must complete a form, which can be obtained from the attendance office.
4. All requests should be submitted a minimum of two (2) school days prior to the visitation.
5. No requests will be honored two (2) school days prior to and/or after a school vacation or holiday.

Upon returning to school, a student must provide written verification of their visit from the college admissions office.

Emergency School Closings and Asynchronous Virtual Learning

- When an emergency arises, such as a sudden snowstorm, parents will receive a voice message on their cell phones and/or text. In order to ensure message delivery, families should verify that contact information in FinalForms is accurate. The message will also be posted on the front page of the school website, 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 Canvas by 10:00 am. Students will be expected to complete their asynchronous virtual learning 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. The school expects all students to demonstrate personal pride and good taste in their appearance. Students who participate in co-curricular activities, like athletics or clubs, that compete outside of the school day, are also expected to uphold dress code standards.

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

Item	Style	Description
HOBAN POLO SHIRTS	<ul style="list-style-type: none"> ● Long-sleeve or short-sleeve collared polos are to be worn at all times. 	<ul style="list-style-type: none"> ● Polos must be purchased through the school website 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. ● Not Acceptable: Hooded sweatshirts worn underneath a Hoban polo.
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"> ● Acceptable colors: black, gray, khaki, brown, maroon, olive green and navy. ● Pants must be modest and appropriate fit for school culture.

		<ul style="list-style-type: none"> ● 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, or ornamentation.
SKIRTS	<ul style="list-style-type: none"> ● Optional for girls. 	<ul style="list-style-type: none"> ● Acceptable colors and prints: ● Skirts must pass the fingertip test. ● Not permitted: rolled waist bands.
SHORTS	<ul style="list-style-type: none"> ● Optional for boys and girls. 	<ul style="list-style-type: none"> ● 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"> ● Students 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 shoe ● Clean and neat tennis shoes ● High-ankle dress boots 	<ul style="list-style-type: none"> ● Shoes with laces must be tied. ● All boating/Sanuk style shoes must have the backing up. ● Not permitted: flip-flops, shower shoes, crocs, sandals of any kind, or slippers ugg slippers with half backing
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 or haircut with the clippers set less than Number 1.
TATTOOS		<ul style="list-style-type: none"> ● Inappropriate tattoos may not be visible during the school day.

<p>OUTERWEAR</p>	<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 crewneck sweatshirts (both crewneck and hooded, quarter-zips and hooded full-zip jackets bought through the Hoban Store, or approved by administration, worn over a school polo is acceptable. ● Not permitted: hats and athletic uniforms, Hoban or otherwise, during the school day.
<p>ADDITIONAL GUIDELINES FOR WOMEN</p>	<ul style="list-style-type: none"> ● 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: Opaque tights are permitted. ● Permissible: Appropriate hair accessories. ● Hairstyles associated with religious or cultural identities will be considered. 	
<p>ADDITIONAL GUIDELINES FOR MEN</p>	<ul style="list-style-type: none"> ● Hair is to be neatly groomed. ● Facial hair should be clean and neat. The length of facial hair cannot go beyond a clippers set less than Number 1. ● Not permitted: high ponytails, ‘man-buns,’ any distracting hairstyles or headbands. ● 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. ● Hairstyles associated with religious or cultural identities will be considered. 	

Extreme Blue and Gold Day

- Students may wear Hoban t-shirts, sweatshirts and hoodies, and official team gear, bought through the Hoban Store or approved by the administration, with no alteration, added lettering or designs.
- Permitted: Hoban sweatpants, Hoban Shorts, Hoban flannel pants, and team issued pants.
- Hoban shorts must pass the fingertip test
- Not permitted: Jeans, yoga pants.
- Students not participating in Extreme Blue and Gold Day must be in regular school attire.

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. If the violation is in regards to earrings, nose rings, and hairstyles/haircolor the student will be not allowed to return to school until the necessary changes are made. School detentions are issued for each subsequent violation. Repeated violations of the dress code will result in a Knight School. 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: Students 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.

Cocurricular Clubs and Organizations

Detailed descriptions of clubs and organizations offered at Hoban can be found on the [Hoban website](#) under Campus Life.

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 Hoban 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, Knight Schools, 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.

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
- Knight School
- 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 until 3:30 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 Knight School.
- 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 Knight School begins at 3:00 p.m. and ends at 5 p.m. and are served on Thursday and Friday, every other week.

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 like 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.

Disciplinary Investigation

If a student commits, or is accused of committing a serious handbook violation, the student may be sent home on an office dismissal during a disciplinary investigation.

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 guardians 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 after-school detentions
- Knight Schools
- Counseling (in school or professional)
- Disciplinary probation
- Suspension
- Withdrawal
- Expulsion
- Assessment based on circumstances of an individual case being reviewed

Disciplinary Withdraw or 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 send a student home during a disciplinary investigation 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 send a student home during a disciplinary investigation 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.

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. – 1:30 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 security desk 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. Considering the sacredness of life, navigating the student away from terminating the pregnancy holds true to our Catholicity.

In light of the religious instruction they have received, the student body also should display a Christian attitude toward those involved.

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, Archbishop Hoban High School believes 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

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.

The [Drug and Alcohol Policy, Philosophy, Purpose, Rationale, and FAQs](#) can be read in detail on the Archbishop Hoban website, under [Hoban Wellness](#).

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 an Associate Principal or Principal as needed. When conflict becomes a disciplinary concern, the issue may be taken directly to an Associate Principal 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 an Associate Principal or Principal. At that time, the Associate Principal or Principal may decide if further intervention is needed.

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 and Sexual Violence

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 relationships: student and student; student and adult; adult and adult

Archbishop Hoban has adopted a special policy and procedure for investigating claims of sexual harassment. That policy, the Sex Discrimination and Sexual Harassment Policy (“the Policy”), is attached to this Handbook as Appendix A. The Policy is also posted on Hoban’s website. The Policy defines sexual harassment, which includes sexual violence. The Policy also provides the name and contact information of Hoban’s Grievance Officer. All complaints of sexual harassment and sexual violence are to be reported to the Grievance Officer. Complaints of sexual harassment and sexual violence will be investigated using the procedures in the Policy. If the reported conduct does not fall within the Policy, Hoban may resolve the complaint by following the “Response to Harassment” procedures below.

Response to Harassment

As stated above, complaints of sexual harassment or sexual violence are to be reported to the Grievance Officer and will be investigated in accordance with the Sex Discrimination and Sexual Harassment Policy. The procedures set forth below apply to harassment complaints that do not fall within the Sex Discrimination and Sexual Harassment Policy.

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
- 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. 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 not be 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(s) or guardian(s) 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.
- 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 parents or guardians 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 parents or guardians agree to cooperate with Hoban in the event of the school's initiation of 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

Seniors will be loaned a 32GB iPad 5th generation with keyboard case, juniors, sophomores and freshmen will be loaned a 128GB iPad with a keyboard case subject to the rules described below. Returning students will be issued the same iPad each year. Each Hoban student is required to sign the AUP annually before receiving their iPad. Students will return the iPad, case, charger and cord upon graduating from Hoban or before transferring out of Hoban.

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

Students are 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

Parents or legal guardians are 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, students will immediately 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. Students will turn in the iPad, case, cord, charger, and stylus 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 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. If the stylus is lost or misplaced, the student will be charged \$50 to replace the stylus.

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. This does not reset each year.)

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. iPads will be filtered off campus through Relay by Lightspeed Systems. 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 or necessary apps 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 throughout the building.

Online Posting and Social Media

Students may not post audio, video, photographs or other representations of Hoban activities or other members of the Hoban community without the written consent of Archbishop Hoban High School. Additionally, online posts that are inconsistent with the Holy Cross Core Values will require immediate removal of any and all posts in question. Students in violation of this policy will be subject to disciplinary action.

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. Hoban is not responsible for any lost, stolen or damaged property.

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 are not permitted access to the parking lot or to their vehicles after the start of the school day.
- 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 6:00 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 the cafeteria or the area of the Dome, until their ride arrives or practice starts.
- Students with tutoring appointments may report to Room 17 until 4:30 p.m.

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. In order to speak with a teacher or administrator, you must have an appointment with that particular person. Parents who show up unannounced to meet with teachers or administrators will be asked to leave and set up an appointment with them.
- 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.
- 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 supervise 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 after-school detentions or a Knight School.
- Any student who drives to school must obtain a Parking Permit from the Business Office by the second week of the academic year. Students must display the Parking Permit by hanging it from the rearview mirror. Students who park without a permit will be issued detentions and lose parking privileges. Recurring infractions may result in a student's vehicle being towed off property at the student's expense.
- 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 before, during or after school must have adult supervision.
- There is no gum chewing in any carpeted area.

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.
- 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 periods. 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.

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 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 7:00 to 10:00 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. If your guest has transferred from Hoban or was asked to not return, they will not be allowed to attend the dance.

Also, the Hoban administration reserves the right to refuse any non-Hoban student permission to attend the dance and if your date is not allowed to attend, we will give you sufficient time to make alternative plans. Please remember that many schools do not allow outside students at all, and we are attempting to strike a happy medium by vetting out the outside guests.

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, an Associate Principal 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.

IV. Athletic Policies

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

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

Please see [Cocurricular Eligibility](#).

Discipline

Any student not in school due to a disciplinary investigation is not eligible to participate in practices or competition.

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. Information about transfer eligibility can be found on the [OHSAA Transfer Bylaw Resource Center](#). Requests

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

Home School Students

If a student has been homeschooled 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.

Athletic Teams

A detailed listing of all athletic teams can be found on the [Hoban website](#).

V. Financial Policies

Financial Aid

Financial Aid Summary Table

Types of Aid	Criteria	Financial Aid Application Required	Deadline for 2023-2024 Consideration	Administrator
EdChoice Traditional Voucher	Residency	N/A	N/A	Ohio Department of Education (ODE)
EdChoice Expansion Voucher	Financial Need	ODE Scholarship Income Verification System	N/A	ODE
Jon Peterson Scholarship Special Needs Scholarship (JPSN)	IEP Classification	N/A	N/A	ODE
Diocesan Tuition Assistance (DTA)	Financial Need	FACTS	3/1/2023	Diocese of Cleveland
Placement Test Scholarships	HSPT Score	N/A	12/1/2022	Hoban
Merit Scholarships	HSPT Score	N/A	12/1/2022	Hoban
Endowed Scholarships	Determined by donor	FACTS	3/1/2023	Hoban
Knight Award	Incoming students	N/A	12/1/2022	Hoban
Grant in Aid	Financial Need	FACTS	3/1/2023	Hoban

Families requesting aid consideration from multiple sources may be required to complete both FACTS and ODE Scholarship Income Verification System applications.

FACTS Grant & Aid Assessment (FACTS)

Hoban and the Catholic Diocese of Cleveland both require completion of the FACTS application (including submission of all requested personal and business tax documents) for financial aid consideration. FACTS requires personal and business tax documentation as dictated by the complexity of each application's financial situation. FACTS applications that are incomplete and/or lacking required tax documentation are not eligible for financial aid consideration.

Parents who are divorced or separated must each complete a FACTS Grant & Aid application and submit all required personal and business tax documents. Families may be asked to submit a copy of their legal divorce or separation agreement if clarification of legal responsibility is needed.

Re-enrolling families must complete a FACTS application with all required 2022 personal and business tax documents by March 1, 2023 for priority 2023-2034 financial aid consideration. In the event of an extension for the 2022 tax year, families must provide: 2022 extension, 2022 W2s, and all required 2021 personal and business tax documents.

Incoming families must complete FACTS applications with all required 2022 personal and business tax documents by March 1, 2023 to confirm their financial aid awards for 2023-2024. In the event of an extension for the 2022 tax year, families must provide: 2022 extension, 2022 W2s, and all required 2021 personal and business tax documents.

ODE Scholarship Income Verification System

ODE uses the online Scholarship Income Verification System application to verify eligibility for some state-funded scholarships. [Refer to ODE for more information.](#)

Financial Aid Determination Guidelines

A valid Ohio residential address is required for financial aid consideration.

Timely completion of all relevant financial aid applications is required for need-based aid consideration.

EdChoice Traditional and Expansion vouchers may be applied only to tuition.

EdChoice Expansion recipients must provide ODE Scholarship Income Verification System application findings to Hoban by April 30 to confirm voucher award amounts for the upcoming academic year.

Financial aid administered by Hoban may be applied only to tuition.

Families are responsible for securing all ODE funding for which they are eligible.

Awards, scholarships, and vouchers from outside sources (ie, EdChoice vouchers, DTA, or other scholarships) may replace or reduce Grant in Aid, Endowed Scholarships, or other Hoban awards.

The administration of Archbishop Hoban High School reserves the right to make individual judgements regarding financial aid, scholarships, and tuition assistance awards.

The administration of Archbishop Hoban High School reserves the right to adjust or modify financial aid, scholarships, and tuition assistance awards as necessary.

Types of Aid

- **EdChoice Traditional Voucher:** state-funded scholarships for students assigned to designated public school buildings. The scholarship amount for 2022-2023 is \$7,500. [Refer to ODE for more information](#). Families desirous of aid consideration beyond the voucher amount must apply for financial aid via FACTS.
- **EdChoice Expansion Voucher:** state-funded scholarships for low-income students. The maximum scholarship amount for 2022-2023 is \$7,500. [Refer to ODE for more information](#). Families desirous of aid consideration beyond the voucher amount must apply for financial aid via FACTS.
- **Jon Peterson Special Needs Scholarship (JPSN):** state-funded scholarships for students who are eligible to attend kindergarten through 12th grade and have a current Evaluation Team Report (ETR). The amount of each scholarship is based on the disability identified in the student's ETR as classified into categories set by the state legislature. [Refer to ODE for more information](#). Families desirous of aid consideration beyond the JPSN amount must apply for financial aid via FACTS.
- **Diocesan Tuition Assistance (DTA):** need-based tuition assistance provided by the Catholic Community Foundation of the Catholic Diocese of Cleveland. Families desirous of DTA consideration must apply for financial aid via FACTS. [Refer to the Catholic Diocese of Cleveland for more information](#). DTA awards are non-renewable, but families may re-apply for DTA consideration annually via FACTS.
- **Placement Test Scholarships:** scholarships available to incoming freshmen who score between 90-99 on the High School Placement Test (HSPT). These scholarships are renewable for students who maintain good academic and disciplinary standing.
- **Merit Scholarships:** scholarships available to incoming freshmen who score between 80-89 on the High School Placement Test (HSPT). These scholarships are renewable for students who maintain good academic and disciplinary standing.
- **Endowed Scholarships:** scholarships funded by generous Hoban donors (alumni, parents and friends) in honor of a loved one or family member. Students must meet the specific criteria established by donors to be considered for endowed scholarships. Scholarships with financial need as one of the criteria will be awarded only to applicants with financial need verified via FACTS. Endowed scholarships are renewable for students who maintain good academic and disciplinary standing.
- **Knight Award:** scholarships awarded to incoming and returning students at the discretion of the financial aid and scholarship committee. These scholarships are renewable for students who maintain good academic and disciplinary standing.
- **Grant in Aid (GIA):** tuition assistance provided by Hoban to families with demonstrated financial need verified via FACTS. GIA awards are non-renewable, but families may re-apply for GIA consideration annually via FACTS. GIA can change from year to year if there is a change in financial circumstances for a given family. This process enables Hoban to distribute limited GIA funds among the many families with demonstrated financial need.

Business Office Hours and Fee Schedule

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

Registration Fee (Nonrefundable)	\$125.00
General Fee	\$400.00
Tuition for the 2022-2023 school year	\$12,700.00

Charges and Additional Fees.

For each semester of a Visual Art class	\$50.00
Parking Permits	\$85.00
Schedule Changes after July 1 st	\$50.00
2023 Yearbook	\$90.00

Tuition Management Agreement (TMA) and Blackbaud Tuition Management (BBTM) Account Required

Each family must execute a TMA and establish a payment plan by June 10th of the upcoming school year. To assist families in meeting this obligation, Hoban has contracted BBTM. As part of the re-enrollment process, families must annually execute an Enrollment Contract. All families, including full payment plans and EdChoice voucher recipients, are required to have BBTM accounts. In the event that a family neglects to execute a TMA and establish a payment plan in a timely manner, a default BBTM account and payment plan will be established on behalf of the family.

BBTM Admin fees are as follows:

- Full Payment Plan - no Admin fee
- For Payment Plans that are 2 Payments or more - \$50 Admin fee

Financing Fees will be added to each payment as follows:

- Full Payment Plans – no financing fee
- Semester Payment Plan – 2 Payments with a \$50.00 finance fee added to each payment
- Quarterly Payment Plan – 4 Payments with a \$43.00 finance fee added to each payment
- Monthly Payment Plan – 12 Payments with an \$18.00 finance fee added to each payment

Additional Fees are as follows:

- Late Fee - \$60 per late month, applied after a 10 day grace period has ended
- Credit card processing fee - 2.85%, charged by BBTM
- Any payments that are not processed by the bank (NSF, etc.) - \$30

Billing Policies

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 Blackbaud, report cards, and the student may be excluded from classes, activities, and/or exams. Transcripts, grades, diplomas, athletic releases, etc. will not be processed and/or sent home or to other institutions until all obligations to Hoban are settled.

The Registration Fee is due in full for new students at the time of registration and upon re-enrollment for returning students.

The General Fee is due in full by July 20 for the upcoming academic year.

The first billing of any payment plan will include full payment of the entire General Fee, Registration Fee, and any other optional fees. Full payment of these fees will be in addition to the regularly scheduled tuition payment.

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

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.

Course fees for visual arts classes are added to accounts in September and February.

Updates and modifications to financial aid awards will be posted to BBTM accounts as necessary.

DTA will be credited to BBTM accounts upon notification of awards.

Work Crew Program credit will be applied to BBTM accounts every month following hours worked.

Outside scholarships will be credited to BBTM accounts upon receipt of funds by Hoban.

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 \$30 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.

Seniors must have all financial obligations paid in full by May 15 in order to participate in graduation ceremonies and all senior activities.

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: Jon Dunay, 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.

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!