ARCHBISHOP
HANNAN

Student-Parent Handbook
2015-2016

This agenda belongs to:

NAME _____

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CITY/TOWN _____ ZIP CODE _____

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STUDENT NO. _____

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Archbishop Hannan High School

71324 Highway 1077 ● Covington, LA ● 70433 ● 985-249-6363
www.hannanhigh.org

Archbishop Hannan High School is a Catholic, coeducational, college preparatory school owned and operated by the Archdiocese of New Orleans, educating and forming young men and women in grades 8-12 since 1987.

Accredited by:
AdvancED/Southern Association of Colleges and Schools
Louisiana State Board of Education

Approved by:
The State of Louisiana Department of Education

Member of:
National Catholic Education Association
Association for Supervision and Curriculum Development
National Association of Secondary School Principals
Louisiana High School Athletic Association

Acceptance Policy

It is the policy of Archbishop Hannan High School to admit students of any race, color, creed, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs, as well as employment at Archbishop Hannan High School.

Student-Parent Handbook Provisions

The contents of the 2015-2016 Student-Parent Handbook are to be accepted by parents and students as essential parts of the contract between them and Archbishop Hannan High School. Violation of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term parents throughout this document is meant to include single parents and legal guardians.

Archbishop Hannan High School reserves the right to amend or waive provisions of this Handbook when deemed necessary by the Principal. Parents will be given notification of amendments made. Observance of any such amendment is expected by all as soon as the change is made known to the student body.

Submitting registration and enrollment materials for a student at Archbishop Hannan High School is deemed an agreement on his/her part, and on the part of his/her parents/guardians, to comply with all policies, rules, guidelines, and regulations of the school as outlined in this 2014-2015 Student-Parent Handbook. Parents/guardians and students agree that Archbishop Hannan High School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Archbishop Hannan High School and its personnel as educational partners.

Students are enrolled at Archbishop Hannan High School on the basis of a yearly evaluation and acceptance. Archbishop Hannan High School reserves the right to dismiss students at any time for infractions of regulations whether on campus or off campus, unsatisfactory academic standing, or other reasons that affect the welfare of the individual student, the school community, or the school's reputation. When it is the opinion of the school administration that parents do not support school policies, the administration reserves the right to terminate the student's enrollment, refuse registration, or refuse re-registration.

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ACADEMIC CALENDAR
2015 – 2016

Please check the website calendar (www.hannanhigh.org) on a regular basis for times and changes.

August

1-6	Faculty Preparation Days
5	Book Day
6	New Student Orientation
6	New Parent Orientation
7	First Day of Class Grades 8 & 9
9	Family Fest Picnic
10	First Day of Class – All Students
13	Mass of the Holy Spirit
18	Meet the Teacher Night

September

1	PLC Meetings - Late Start Morning
3	Grandparents' Mass (Grades 8-9)
7	Labor Day – No School
17	Prof. Development – Noon Dismissal
22	Fall Parent Town Hall Meeting
24	Spring Honor Roll Assembly
29	Archbishop Philip Hannan Memorial Mass

October

5-8	Quarter Exams (Regular Class Schedule)
6	PLC Meetings - Late Arrival Morning
9	End of Quarter 1
22	Prof. Development – Noon Dismissal
22	Open House
23	School Holiday

November

2-7	Homecoming Week
3	PLC Meetings - Late Start Morning
5	Homecoming Pep Rally
6	Homecoming Game
7	Homecoming Dance
12	School Mass
6	Academic Info Night
19	Prof. Development – Noon Dismissal
23-27	Thanksgiving Holidays

December

1	PLC Meetings - Late Start Morning
8	School Mass
14-18	First Semester Exams
18	End of Quarter 2 and Semester 1
21-Jan 4	Christmas Holidays

January

5	First Day of 2nd Semester
	PLC Meetings – Late Start Morning
7	School Mass
18	Martin Luther King Holiday
5-29	Re-Registration for Returning Students
28	Fall Honor Roll Assembly

February

1-5	Spirit Week
2	Dept. Meetings - Late Start Morning
8-12	Mardi Gras Holidays
18	Grandparents' Mass (Grades 10 -12)
25	Prof. Development – Noon Dismissal

March

1	PLC Meetings - Late Start Morning
3	School Mass (National Honor Society Induction)
7-10	Quarter Exams (Regular Class Schedule)
11	End of Quarter 3
18	Prof. Development – Noon Dismissal
19	Crimson and Navy Gala
25-Apr.4	Easter Holidays

April

4	Spring Town Hall Meeting
5	PLC Meetings - Late Start Morning
22	Prof. Development – Noon Dismissal
16	School Mass (Senior Mass)
29	Hawkapalooza

May

2-5	Senior Final Exams
10	Baccalaureate Mass
12	Prof. Development – Noon Dismissal
12	Commencement Ceremony
18-23	Second Semester Exams
24	Make Up Exams/Last Day of Semester 2 and Quarter 4
2	Last Day for Faculty

FACULTY AND STAFF DIRECTORY

During the school year, the school's main telephone number (985-249-6363) is answered Monday through Friday, from 7:15 AM to 4:00 PM. After regular hours, callers may use the automated attendant and internal directory to help route the call.

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THE LIFE OF
ARCHBISHOP PHILIP M. HANNAN

Philip Matthew Hannan was born in Washington, D.C., on May 20, 1913. He attended St. Charles College in Catonsville, Maryland, the Sulpician Seminary, and The Catholic University of America in Washington, D.C., where he received a Masters degree before going to the North American College in Rome in 1936. He holds a licentiate in theology from the Gregorian University in Rome and a doctorate in Canon Law from the Catholic University of America. He was a seminarian at the Old North American College in Rome from 1936 to 1939, where he personally witnessed the rise of fascism in Italy and Germany. He was ordained on Dec. 8, 1939. He returned to the United States and spent the next two years as an assistant priest at St. Thomas Aquinas Church in Baltimore, Maryland.

In 1942, Hannan enlisted in the United States Army, where he served as a chaplain to the 82nd Airborne Division, where he was known as "The Jumping Padre." He parachuted into Europe with the rest of the division and ministered to the paratroopers during the Ardennes Offensive. Fr. Hannan was with American soldiers during the liberation of a concentration camp, and later was briefly pastor of the Cologne Cathedral during the American occupation of Germany.

Following the war, he established the Catholic Standard newspaper in Washington and served as editor-in-chief. He was named chancellor of the Archdiocese in 1951 and Pope Pius XII honored Father Hannan in 1952 by naming him a Monsignor. On June 16, 1956, he was named Auxiliary Bishop of Washington and was consecrated in St. Matthew Cathedral on August 28, 1956. Bishop Hannan attended the second and third sessions of the Second Vatican Council in Rome where he addressed the council fathers on The Role of the Laity and Nuclear Warfare. At this time, he became acquainted with several prominent politicians, especially the Kennedy family. He gave the eulogy at President John F. Kennedy's state funeral.

He was appointed as the eleventh Archbishop of the Archdiocese of New Orleans on Sep. 29, 1965, succeeding Archbishop John Cardinal Cody. He moved to New Orleans only weeks after Hurricane Betsy hit the city and became a spiritual leader during the rebuilding of both the city and the archdiocese.

He presided over the New Orleans archdiocese during a time of great change. The Second Vatican Council concluded on Dec. 8, 1965, and Hannan led the effort to implement the Vatican's policies of reform within the archdiocese. At the same time, the demographics of the entire city were changing, as Catholic whites moved to the suburbs, while Orleans Parish became increasingly Protestant. New churches and parishes were being built throughout the city, while attendance in inner-city churches declined.

Archbishop Hannan instituted a Social Apostolate program in 1966, which has grown to the point where it now provides over 20 million pounds of free food each year to 42,000 needy women, children, and elderly. He revitalized Catholic Charities, which soon became the largest non-governmental social service agency in the metropolitan area. In addition, his housing for the elderly program - the largest and most respected of any diocese in the nation - accommodates over 5,000 residents in 24 developments. Together, these three charitable programs represent $60 million in services annually to the community.

Archbishop Hannan worked to keep inner city schools open, affording a Catholic education to children from disadvantaged families. Under his leadership, a model Permanent Diaconate program was established and 37 new parishes created.

Archbishop Hannan retired on Dec. 6, 1988. In the fall of 2008, he played an active role in the ribbon-cutting dedication of the new campus in Covington of the school which bears his name. On April 28, 2009, Archbishop Hannan officially blessed the school's new chapel. Throughout his retirement, he remained an influential spiritual figure for the school, the Archdiocese of New Orleans and the United States Catholic Church.

Archbishop Philip M. Hannan died on Thursday, September 29, 2011, at the age of 98. He died at Chateau de Notre Dame, a senior apartment complex and elder care facility that he first envisioned and then dedicated in 1977 to provide for seniors in the Archdiocese. He moved there, from his private residence in Covington, Louisiana, in June 2011; he grew increasingly frail in the following months because of a series of strokes and other health problems.

On October 3, 2011, Archbishop Aymond received the body of the late Archbishop at the Notre Dame Seminary Chapel. A special evening of prayer, with the recital of the Liturgy of the Hours, was celebrated by the Archdiocese's priests, followed by a wake service and public viewing for the course of two days. Archbishop Hannan's body was exhibited throughout through the city in a horse drawn carriage to St. Louis Cathedral while thousands lined the city streets. Archbishop Aymond, along with other U.S. Bishops, celebrated a Funeral Mass for Archbishop Hannan on Thursday, October 6, 2011, followed by his burial in a crypt beneath the sanctuary.

The members of the Archbishop Hannan High School family celebrated a Memorial Mass in honor of Archbishop Hannan's life and ministry on December 8, 2012.

GENERAL INFORMATION

THE MISSION OF ARCHBISHOP HANNAN HIGH SCHOOL

Archbishop Hannan High School forms young men and women of faith, character and scholarship by developing the whole student. Through an academically rigorous education and Christ-centered formation, we prepare and inspire our students to think critically, act with compassion and integrity, and respond as leaders to the needs of a complex and diverse world.

OUR EDUCATIONAL PHILOSOPHY

As a school of the New Orleans Archdiocese, our commitment to education is founded on the tradition of Catholic education and in the spirit of Archbishop Philip M. Hannan. This heritage stresses the development of excellence in the whole person: religious, intellectual, social, emotional and physical, as well as commitment to using our gifts in the service of others.

Our academic programs offer positive social formation and stresses respect for authority, character formation, and discipline. By combining the spiritual, academic, social, and physical dimensions, we strive to take a personal interest in our students and encourage them to pursue excellence in their academic and personal pursuits.

PROFILE OF THE ARCHBISHOP HANNAN GRADUATE

The Archbishop Hannan High School graduate will be able to achieve the following:

1. Know the teachings of the Catholic faith and spirituality and act as a witness of faith through ministry towards self and others;
2. Show facility with the writing tasks called for in higher education and life-long learning;
3. Demonstrate active listening and the ability to speak articulately and intelligently in conversation, class discussion, formal oral presentation, and daily interpersonal communication;
4. Apply creative and critical thinking abilities across the curriculum and in life;
5. Use and integrate technology in an ethical manner as a means of communication, academic enrichment, in preparation for college, and for participation in the world community.

THE HISTORY OF ARCHBISHOP HANNAN HIGH SCHOOL

On October 14, 1986, Archbishop Philip M. Hannan appeared before the St. Bernard Parish Police Jury to announce the establishment of the first Roman Catholic high school in St. Bernard Civil Parish. This announcement fulfilled the dreams of parents who desired Catholic secondary education for their children. Because the people of St. Bernard readily acknowledged and appreciated the numerous accomplishments of the Archbishop, the high school was named in his honor.

Archbishop Hannan High School first opened its doors in September of 1987. The first three weeks of classes were held on the grounds of Our Lady of Prompt Succor Parish School. On September 24, 1987, students attended their first day at Archbishop Hannan High School's Meraux campus. The school opened with a faculty of seven under its founding principal John Serio.

With each passing year, Archbishop Hannan High School enjoyed increasing enrollment. By the time the school's first graduating class crossed the stage on May 24, 1991, Archbishop Hannan High School had blossomed into a thriving learning community. Each subsequent year, new opportunities greeted the students. Sports fields, a swimming pool, and finally a state-of-the-art Fine Arts Center were added to the original footprint. Enrollment peaked at 550 when the 2005-06 school year began.

However, the 2005-06 school year came to an abrupt halt on August 29, 2005, when Hurricane Katrina came ashore. Archbishop Hannan High School was not spared from the devastation of the storm; the entire first floor was submerged in the subsequent flooding. In addition to the flooding, the high winds from Hurricane Katrina proved destructive, as windows were smashed and light poles on the athletic fields were snapped. Because of the immense devastation caused by Hurricane Katrina to both the school and the civil parish, Archbishop Hannan High School would not reopen in St. Bernard Parish.

Following the hurricane, many residents of St. Bernard Parish relocated to the Northshore of Lake Pontchartrain. As a result, the Archdiocese of New Orleans moved Archbishop Hannan High School to a new location on the Northshore. Temporary facilities were secured for the school on the grounds of St. Joseph Abbey. The school celebrated its 19th anniversary by reopening for the 2006-2007 school year. At the end of the 2006-07 school year, after serving as principal for twenty years, John Serio retired. John Cavell, a school administrator from Baton Rouge, became the second principal of Archbishop Hannan High School.

On July 31, 2007, Archbishop Alfred Hughes broke ground on the site for the new campus in West St. Tammany Parish on land located at the intersection of Louisiana Highway 1077 and 1085. In his address to those in attendance, he stated that the new school complex represented "people turning tragedy into triumph and victimhood into victory." On November 3, 2008, the faculty and students of Archbishop Hannan High School began utilizing the new campus.

At the end of the 2009-10 school year, Fr. Charles Latour, O.P. was selected as the third principal of Archbishop Hannan High School. Father Charles began in June 2010 with a vision of reconnecting the school with its former traditions and commitment to academic excellence, as well strengthening the school's roots within the NorthShore community. He quickly made an impact with his theme for the year, "This is Home." After a record-breaking Open House, enrollment grew for the 2011-12 school year by 30%. Another huge enrollment increase in 2012-13 prompted the school to embark on finishing the final phase of construction with the addition of the Library Building, the new Classroom

Building, and the football/soccer field. By the end of the 2013-14, the school had achieved a well-deserved reputation for excellence in academics, athletics and extra-curricular programs on the NorthShore.

TRADITIONS

The School Crest

Above the crest are the miter, cross, and pastoral staff, bestowed upon the bishop at his consecration as a symbol of his authority. The upper left quadrant contains the fleur-de-lis, symbol of New Orleans; the star is the sign of Archbishop Hannan's military service. The lower left quadrant holds the "pelican in her piety." This wounded pelican not only symbolizes Louisiana and the Archdiocese of New Orleans, but also exemplifies the sacrifice of Jesus, pouring out His blood to give us eternal life. The upper right field holds the scroll, representing academic scholarship. Below this field is the hawk, the school mascot. Underneath the crest is the school motto "*Caritas Vinculum Perfectionis,*" translated to "Charity Leads to Perfection."

The Hannan Way

Since its foundation in 1987, Archbishop Hannan High School has developed a unique set of expectations from its students and graduates. Commonly referred to as *The Hannan Way* it provides them with a unique worldview, rooted in the Gospel message of Jesus Christ, and the ministry of Archbishop Philip M. Hannan. More than just a codified set of rules and norms, *The Hannan Way* demands a commitment to using all one's God-given gifts and talents in the daily pursuit for personal excellence and in service to those in need.

The Hannan Way permeates every aspect of a Hannan student's life - from the pride they show in how they present themselves at school and away, to the character and integrity they display on the athletic field or in extracurricular programs, and to their ongoing concern for the welfare of others. The Hannan student and graduate understand that they are held to a higher standard of behavior, attitude, and action all day, every day. A Hannan student and graduate sacrifices more, works harder, and reaches out to others whenever needed not because they need to, but because the Hannan Way demands it.

The School Motto

Caritas Vinculum Perfectionis – "Charity Leads to Perfection."

The Hannan School Prayer

Heavenly Father, we are grateful for your many gifts to our Hannan family. Through Your Son, our perfect example, you teach us the meaning of creation and the promise of eternity. Jesus, give us Your ability to sacrifice with love, for it is through charity that we are led to You. Forgive us our failings, and send the Holy Spirit to enlighten us in wisdom, strengthen us with courage, and help us to know Your will, so that together we may renew the face of the earth.
Amen. Mary, Queen of Peace and Patroness of Archbishop Hannan High School, pray for us. (Written by the Class of 1998)

The Archbishop Hannan Fight Song
We're fighting Hawks of Archbishop Hannan,
A mighty team in every way.
We wear the blue and crimson,
And proudly fight our way on down the field today.
So loudly cheer us; all others fear us;
Our pride grows stronger every day.
So go Hawks, let's move the ball, Hawks;
We're bound for victory today!
(Written by Richard Crosby)

The Archbishop Hannan Alma Mater
Hannan High we look to you
With love and loyalty.
The friends you give us through the years;
Our strength will always be.
Like the trees, our roots grow deep,
With hope, with joy and peace.
Hannan High your honor leads us;
Let our song be heard.
Though the years may pass us by,
We hold your banner high.
Hannan High our alma mater,
Through you we stand with pride.

-Darryl Hope

PARENT- SPECIFIC INFORMATION

ACCESS TO STUDENT INFORMATION

Students must reside with a parent or legal guardian. Any change in address should be reported to the office immediately. The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Certain information and communication is sent only to the custodial parent/legal guardian. This includes, but is not limited to, information regarding acceptance to the school, financial aid, tuition and billing, and permission and authorization forms. The school will send communication to the non-custodial parent/guardian upon written agreement, signed by both parents/guardians of the student, or by an order duly issued by the court having competent jurisdiction.

BEHAVIOR AT ATHLETIC AND EXTRACURRICULAR EVENTS

Archbishop Hannan High School encourages a spirit of athletic competition that is guided by the highest standards of good sportsmanship and fair play set in a Catholic atmosphere. To this end, the participation of students, coaches, parents, teachers, and spectators in sports and co-curricular activities is an extension of the mission of the school. Therefore, Archbishop Hannan High School expects the students, teachers, and parents/guardians (and guests) to adhere to the following:

- Be a positive role model and, through his or her own actions, make sure that the student participant has the best experience possible.
- Recognize and show appreciation for outstanding play by other teams or participants.
- Show respect for opposing players, coaches, spectators and support groups.
- Demonstrate positive support for officials and be respectful of all officials' decisions.
- Support student participants in their efforts to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Discourage any language or behavior that would incite violence or would endanger the health or well being of student participants.
- Refrain from unsportsmanlike conduct with any official, coach, student participant, or parent such as booing and taunting or using profane language or gestures.
- Refrain from ridiculing or yelling at a student participant for making a mistake or bad decision.

- Refrain from coaching student participants before, during, or after games, events, or practices unless you are one of the official coaches of the team.
- Respect the authority of the coach/moderator during games or events and refrain from questioning, challenging or confronting coaches/moderators at the game site.
- Take time to talk with the coaches/moderators in an appropriate manner, including proper time and place. Approaching a coach or moderator immediately after a game or event is not an appropriate time to discuss such matters.
- When there is a concern, follow the designated chain of authority (Coach, Athletic Director, and Principal).
- Reinforce the school's alcohol, tobacco and other drug-free policies as outlined in the Parent-Student Handbook.

Students, faculty, parents/guardians (and their guests) or others who engage in behavior that violates these expectations may be subject to sanctions or removal from competitions that involve student-athletes associated with Archbishop Hannan High School.

COMMUNICATION AMONG THE HANNAN FAMILY

All members of the Archbishop Hannan High School community are expected to act in a civil and courteous manner towards one another. An environment of mutual respect must prevail for parents, teachers, coaches and student-athletes to effectively work together. Inappropriate or derogatory e-mails or comments on social networking sites, destroys morale, reflect poorly on the school and negatively impact our students. Thus, we expect all members of the Archbishop Hannan family to communicate and interact with one another in a manner that in a professional, non-derogatory, and Christian manner. Failure to do so may result in the school asking the student and family not to return to Archbishop Hannan the following year.

CONTACT INFORMATION

The school utilizes email as the vehicle for all major correspondence (class schedules, report cards, teacher comments, etc.) with parents/guardians. In addition, our communication system utilizes the school website, text messaging and cell phones to advise parents of school closures and student emergencies. Thus, it is the parent/guardian's responsibility to update the Registrar **immediately** with any changes in telephone numbers (home, office, cell), email address or physical address. Parents can easily update their information by either, filling out an online form (www.hannanhigh.org/contactinfo), calling the School, or emailing the Registrar at jehogan@hannanhigh.org.

CONTACTING STUDENTS DURING SCHOOL

A student will **not** be removed from class for messages unless an emergency situation exists. The school receptionist will **not** relay messages, other than those of an emergency nature. During the school day, should a change of plans occur, a parent may call the school, and the receptionist will email the message

to the student's @hannanhawks.org email account. Students are responsible for checking their email accounts throughout the day.

CHANGING CUSTODIAL DESIGNATOR

The school will change its designation of primary parent/guardian only upon a written agreement, signed by both parents/guardians, or by an order duly issued by a court with competent jurisdiction. Any questions regarding the designation of the primary parent should be directed to the school Registrar. The Primary Custodian is responsible for advising the school of any custodial changes and providing the necessary support documentation.

DROP-OFF AND PICK-UP INFORMATION

For safety reasons and to avoid traffic congestion between the hours of 7:30 – 8:15 AM and 3:00 – 3:45 PM, students can **only** be dropped off or picked up in the assigned area at the back of the school. Any student dropped off or picked up at any other location during those times may be assigned a detention. Please abide by all traffic signs while on school grounds and exiting the parking lot.

The school does not provide any supervision before 7:30 AM or after 3:45 PM for those students dropped off or awaiting pickup. Students should wait for a late pick up in the assigned area, in front of the gym, or in front of the main entrance.

EMERGENCY CLOSING

Archbishop Hannan High School typically follows the lead of the Archdiocese of New Orleans and St. Tammany Parish Public Schools when deciding if and when to close school in connection with an emergency. An official announcement regarding an early dismissal or emergency closing will be made as soon as possible on the school's website (www.hannanhigh.org) and through a text message to the parent's cell phone. Additionally, closings will be announced on WWL 870 AM radio, WWL-TV Channel 4, WDSU-TV Channel 6, WVUE-TV Channel 8 and WGNO-TV Channel 26.

FINANCIAL ISSUES

- **Co-Curricular/Class Fees:** Some co-curricular activities or classes will require a fee. The cost of the activity will be available from the advisor.
- **Delinquent Tuition & Fees Policy:** Tuition and fees are past due if not received within ten (10) days of the due date, and are subject to a late payment penalty of $30.00 per month, which is considered additional tuition. In the event any payment due Archbishop Hannan High School is in arrears by thirty (30) days, the school shall have the following options:
    - Immediately require full payment of all tuition and fees due the school.
    - Remove the student(s) from participation in extra-curricular activities
    - Dismiss the student(s) from Archbishop Hannan High School.

- Deny the student the opportunity to sit for end of Semester examinations.

If any tuition and/or fees are past due at the beginning of the semester exam period (December and May), students will not be allowed to take semester exams. Any additional costs of collecting tuition and fees incurred by Archbishop Hannan High School, including but not limited to attorney's fee and collection fees, shall be paid as additional tuition. If you are unable to comply with the policies set forth, please contact the Business Office immediately.

- **Financing:** A bank-financing plan is available for the tuition payment through First Bank. Parents/guardians may enroll in the financing plan via the internet. For more information, contact the Business Office.
- **Financial Assistance**: Archbishop Hannan High School currently offers limited, need based financial assistance to qualifying families. Upon acceptance to Archbishop Hannan High School, families may submit a financial aid application. All applications are independently reviewed and families are awarded assistance based on expected family contributions and need. More detailed information regarding the application process and documentation required is available on the school website at www.hannanhigh.org.
- **Registration Fee:** A non-refundable registration payment of $400 is due upon notification of admission or re-enrollment. A student is not considered enrolled unless the registration or re-enrollment fee has been paid and all paperwork has been signed and submitted for the upcoming school year. A student's schedule cannot be completed and tryouts for athletic teams (including cheerleading and dance team) or elections for student government offices may not take place unless the student's record is clear of all fines and/or tuition debts, and the enrollment process (stated above) is complete.

GRADE RECORD RELEASE

By enrolling a student at Archbishop Hannan High School, a parent or guardian having legal custody of the student consents to the release of records to the other parent or guardian, unless the parent or guardian having custody notifies the school in writing as to the legal basis for any withholding of records from the other parent or guardian and provides Archbishop Hannan High School with a copy of all relevant court orders.

of a teacher, coach, or staff member. The exception to this is if there is a sporting event in the gym that is open to the public, such as a game or practice that is not closed. Within 30 minutes of the closing of the gym, any/all students should leave campus.

PARENT ORGANIZATIONS

The Archbishop Hannan PTO

The Archbishop Hannan Parent Teacher Organization (PTO) is the organization that brings all parents, teachers, and staff together to act collectively on behalf and in support of Archbishop Hannan High School, its

students and their families. The parents (guardians or sponsors) of all students attending Archbishop Hannan and members of the school faculty and staff are members of PTO. The PTO meets once every quarter in the School Cafeteria from 7:00 – 8:30 PM. The goals of the Archbishop Hannan PTO are

- To advance and support the mission of the school.
- To direct and coordinate parental support to the school through specific assistance activities, social functions and fundraisers.
- To promote good will and cooperation between and among parents, faculty, administration and Advisory Board and to provide support in all aspects of education and the students' growth and development.
- To establish a culture of philanthropy, including volunteerism, at Archbishop Hannan High School.
- To attract prospective families to Archbishop Hannan High School.
- To foster an inclusive sense of community within the school and to enhance the parent experience at Archbishop Hannan.
- To serve as ambassadors of Archbishop Hannan High School to the surrounding community.

Dad's Club

The Archbishop Hannan Dad's Club supports the educational and spiritual mission of Archbishop Hannan High School, as well as their sons and daughters on their journey through high school. They provide their time and talents for a variety of service activities within the Archbishop Hannan community. All fathers and male guardians of Archbishop Hannan students are welcome to be part of the Dad's Club. There are no dues, fees or financial obligations. Meetings are held monthly at the Abita Brewery Visitor Reception Center, from 7:00 – 8:30 PM. Meetings include social time, food, beverages, Archbishop Hannan faculty/staff/coach guest speakers and planning for upcoming activities.

Talon Club

The Talon Club is dedicated to fostering support for the school's athletic programs and sponsoring fund raising activities for the financial support of all interscholastic athletic programs approved and supported by the Archbishop Hannan administration. Membership is open to all parents, guardians, alumni, and individuals interested in supporting the Athletic program and school spirit. The Talon Club assists the Hannan Athletic program in numerous ways, including:

- Ticket sales and promotion of home athletic events
- Assisting coaches with publication of the Media Guides
- Sales of Hawk spirit items
- Encouraging alumni participation
- Raising funds for maintenance and capital improvements

1.

PARENT-SCHOOL RELATIONSHIP

We believe that the quality of education a young person receives is dependent upon the school environment as well as the home environment. If the expectations are consistent in and out of school, the student will develop more rapidly and with more self-confidence. With this in mind, we invite, and expect, parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication among faculty, students, and parents.

- Parents Information Night is held within the first month of school and provides parents an opportunity to meet the teachers, visit classrooms, and hear plans and expectations for the school year. It is not the time to ask questions regarding individual students.
- Individual parent conferences may be arranged by contacting the teacher.
- Report cards are emailed to the primary email provided by the parents one or two weeks after the grading period ends.
- Grades are posted on PowerSchool. Parents are provided with a login and instructions for accessing their child's PowerSchool account. Please report any problems accessing the account to the IT Department.
- The Hannan Commons is used to communicate syllabi, contract, class assignments, projects, and tests. Please refer to teachers' individual syllabi or contracts for an explanation of how teachers will utilize the Hannan Commons. Parents are provided with a login and instructions for accessing their child's Hannan Commons account. Please report any problems accessing the account to the IT Department.

Communication Policy

Archbishop Hannan High School recognizes the importance of the relationship between the school and a student's family. Teachers, counselors, administrators, moderators, and coaches work hard to communicate issues, concerns, and successes with the families of our students. School personnel will communicate with parents by phone, e-mail, or direct mail when issues arise. Similarly, school personnel will respond to parent communications within 24 hours.

Miscommunication and misinformation severely affect the learning process, school spirit, and recruitment efforts, seldom leading to a positive resolution. A majority of these situations arise because individuals with limited or little knowledge of a situation try to provide an opinion or response to a question. As a result, parents/guardians are asked to contact only those faculty/staff directly responsible for a specific question or concern by following the steps (in order) listed below:

1. Parents/guardians should encourage the student to meet with the teacher/staff to resolve the issue.

2. If the student is unable to resolve the issue satisfactorily, a parent/guardian should contact the teacher, coach, or club moderator and attempt to find a resolution.
3. In the event a satisfactory resolution is not found, the parent/guardian should contact the appropriate administrator:
    a. Academics: Academic Dean (Dr. Hassenboehler)
    b. Sports: Athletic Director (Coach Hines)
    c. Activities: Director of Student Activities (Mr. Baird)
    d. Discipline: Teacher or the Dean of Discipline (Coach Hines)

The parent/guardian should contact the Principal if the problem persists or they cannot arrive at a mutually acceptable resolution.

Parental Cooperation

If a parent/guardian refuses to abide by the rules and regulations of Archbishop Hannan High School, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or Archdiocesan policies, the school administration may require the parent/guardian to withdraw his/her child or children from the school. Additionally, parents/guardians will be held to the same standards of respect and behavior as students in regard to their interactions with administrators, teachers, staff, and students.

SCHOOL HOURS

Classes begin promptly at 8:00 AM and conclude at 3:15 PM. Students not in their classrooms at 8:00 AM are considered tardy. The school doors are opened for students at 7:30 AM and are closed at 4:00pm.

Unless participating in a sport or club while under the supervision of a teacher, coach, or moderator, students should not be unattended on campus at any time (in the morning or afternoon). After 4:00 PM, the school buildings are locked and no students are permitted in the buildings unless under the direct supervision of a teacher, coach, or staff member. The exception to this is if there is a sporting event in the gym that is open to the public, such as a game or practice that is not closed. Within 30 minutes of the closing of the gym, any/all students should leave or have been picked up from campus.

ACADEMICS AND INSTRUCTION

ACADEMIC CALENDAR
Archbishop Hannan High School follows a semester academic calendar. Each semester is approximately 18 weeks long with two grading periods of nine weeks each (quarters). Students will have eight courses per semester and can earn up to eight credits a year towards graduation.

ACADEMIC INTEGRITY
Academic integrity is the commitment to doing what is right in the work and settings of academics. Two primary moral values guiding academic integrity are honesty and integrity. Telling the truth and presenting student work with integrity, along with respecting the rights of others, are essential to academic integrity.

Because character, integrity, and a commitment to striving for excellence are integral to living out the Hannan Way, it is expected that whenever a student hands in work under his or her own name, the student is attesting that that work is his or her own. This applies to all work handed in including math problems, lab reports, computer programs, and homework as well as quizzes, tests, projects, papers, and essays. If the student has used any sources for ideas or help, whether these come from individuals or Internet sites, as well as printed material, he or she should cite those sources properly. If there are any questions about this, the students should be sure to check those concerns with the teacher before handing in the work. Every Archbishop Hannan students should be able to explain any work that they have claimed as their own; this includes vocabulary and imagery as well as the organization of the material.

The Hannan Way places great emphasis upon personal integrity, an essential ingredient of one's moral development, character, and faith. The Archbishop Hannan Honor Code challenges Archbishop Hannan students to represent themselves truthfully, to doing their own work, and to claiming for themselves only that which is truly theirs. (For more information refer to the *Honor Code* in the Discipline section of this Handbook)

Honor Code Pledge
Teachers will apply the Honor Code to their particular classrooms, assignments, and course expectations. On all written assignments, students will include the statement, "I abide by the Honor Code," followed by their signature. Note: If the instructor has not already provided a place to do so, students should write "I abide by the Honor Code" and include their signature on any assignment.

General Guidelines for students and faculty:

- Violations of academic integrity include cheating of any kind, misrepresenting one's work, taking credit for the work of others without crediting them and without appropriate citation, the fabrication of information, and the use of electronic devices during

classes or examinations. Archbishop Hannan High School reserves the right to confiscate a student's electronic device and review the contents for evidence of violations of this code.

- A student shall in no way misrepresent his or her work. The student indicates in any submission of work for academic credit that the work is his/her own. All outside assistance should be acknowledged. If a student cannot explain the ideas or vocabulary of anything that he or she has handed in, then it is not completely his or her own work.
- A student shall in no way fraudulently or unfairly advance his or her academic standing in a class, whether measured by a grade or a teacher's appraisal.
- A student is expected to refuse to be a party to another student's failure to maintain academic integrity, i.e., to give answers or allow another to copy his/her work.
- Faculty members shall communicate clearly in writing their expectations and criteria for completion of all assignments, quizzes, tests, and examinations, as well as their demands for academic integrity in the classroom.

Common Violations of Academic Integrity

- **Cheating**: Using or possessing unauthorized materials, information, or study sheets for any quiz, test, exam, or assignment; copying from another student's quiz, test, exam, or assignment; submitting work for an in-class examination that has been prepared in advance or project/homework that has been submitted before by a former student; representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both instructors; violating any rules relating to the administration of exams; reporting the questions or sharing the essence of questions from exams given in one class to those persons in a subsequent class who will take the same exam; talking to a fellow student during a quiz or exam; participating in unauthorized collaboration on assignments or projects and claiming the work as his or her own.
- **Fabrication:** The intentional and unauthorized falsification or invention of any data, information, or citation in an academic exercise or research.
- **Plagiarism**: Intentionally representing the words, ideas, or sequence of ideas of another as one's own in any academic exercise or research; failure to attribute properly to its source any of the following: quotations, paraphrases, or borrowed information.

  All students learn the proper use of documentation in their English classes. Students are responsible for discussing questions regarding proper documentation with the teacher and/or refer to pgs. 273 – 307 of their *Writers Inc* writing handbook before submitting assignments, papers, and projects in all classes.

Academic Integrity Violations Consequences

Cheating

- **First Violation:** If for homework or classwork, the teacher will notify the parents and Dean of Discipline, the student will complete a new assignment in Homework Hall with a 25% penalty, and the student will serve one detention. If for a quiz or test, the teacher will notify the parents and Dean of Discipline, the student will retake the assignment that afternoon with a 25% penalty, and the student will serve one Saturday School. If for a project, the Dean of Discipline will set the timeline for re-doing the project; there shall be a 25% penalty and a Saturday detention.

- **Second Violation:** If homework or classwork, the teacher will notify the parents and Dean of Discipline, the student will complete a new assignment in Homework Hall with a 50% penalty, and the student will serve three detentions. If quiz or test, or project, the teacher will notify the parents and Dean of Discipline; the student will retake the assignment that afternoon with a 50% penalty, and the student will serve two Saturday Schools. If for a project, the Dean of Discipline will set the timeline for re-doing the project; there shall be a 50% penalty and two Saturday detentions.

- **Third Violation:** The third cheating violation will require that the student appear for a hearing before the Honor Council (See the *Honor Code* in the Discipline section of this Handbook for more information on sanctions)

Plagiarism

If in the teacher's opinion, an assignment has only minor citation issues, the student will have the opportunity to correct the citation problems. Otherwise, the following sanctions will apply:

- **First Violation:** The student will have the opportunity to rewrite the work with a 25% grade penalty; the teacher will notify his or her parents; and the student will serve a Saturday School detention.
- **Second Violation:** The student will have the opportunity to rewrite the work with a 50% grade penalty; the student and parents will meet with the Academic Dean/Principal; and the student will serve and In School Suspension.
- **Third Violation:** The student will meet with the Honor Council to discuss his or her repeated violations. The Honor Council will make a recommendation to the principal as to the appropriate sanctions. The Principal will make the final decision.

ADVANCED LEVEL COURSES

Pre-Advanced Placement/Honors

Honors and Pre-Advanced Placement courses are available to students who seek a more rigorous course of study. Students are selected for these courses based on entrance exam scores, previous standardized test scores and grades, and consultation with grade school administrators. Students are selected for subsequent honors and AP courses based on teacher recommendations.

Students that are accepted into Honors/Pre-AP courses must be able to analyze information independently, display strong critical thinking skills, and explore concepts in great detail. In some instances, these courses serve as a precursor to AP classes and as such, prepare students for the expectations associated with college level work. In other cases, honors courses serve as the highest level for a particular course within a discipline and carry the expectations associated with that level of learning.

Advanced Placement Courses (AP)

The Advanced Placement (AP) Program offers students the chance to pursue college-level studies while still in high school and potentially earn college credit. Because of the extremely rigorous pace and requirements of an AP course, a student must meet the following criteria for admission into an AP course:

1. Minimum 3.5 (career) cumulative G.P.A.
2. Minimum 3.5 average in the AP subject
3. Teacher recommendation

All students enrolled in an AP course are required to take the AP exam unless extenuating circumstances are present. No weighted credit will be awarded for any AP course if the test is not taken. By taking an AP test and earning a passing score (at least a 3), a student can earn college credit at many degree-granting institutions. As such, AP courses are designed to replicate college level courses. Each AP class at Archbishop Hannan High School conforms to the procedures outlined by the College Board and has passed the College Board's AP audit procedure. There is an additional test fee for all AP classes.

AFTERSCHOOL HOMEWORK ASSISTANCE (AHA)

Archbishop Hannan High School requires students on Academic Warning and Exclusion to attend our Afterschool Homework Assistance (AHA) Program. The sessions are held Monday through Thursday from 3:20 – 4:20 P.M. The goal of these sessions is to help students establish or develop sound study and homework habits. It provides them with a set time and quiet place 4 days a week in which they can complete their homework assignments, get assistance from their teachers in the subject they are having difficulty and study for tests. Attendance is required in order to insure the student develops effective study habits and a sound work ethic.

ACADEMIC PENALTIES

The Academic Dean, in consultation with the Principal, publishes at the end of every academic quarter a list of students who have been placed on Academic Warning, Academic Probation or Academic Exclusion because of their deficient or unsatisfactory academic performance. A letter is sent to the student's parents/guardians informing them of this action and its implications.

Academic Warning

Academic Warning indicates that the school feels that the student should be doing substantially better work and that an immediate improvement in his/her performance is expected. Students with a quarter G.P.A. of 1.75 (or below) or

one "F" on a quarter report card are placed on Academic Warning. A letter and an email is sent home with the student's grade report informing parents of the Academic Review status earned by their student and the Academic Review Process. This process includes:

- Student will attend mandatory tutoring as verified by the sign-in logs.
- Student will be required to meet with the Academic Dean and the Principal at least one time during the academic review process.
- Student will complete any additional support that may be required at the discretion of the Principal or Academic Dean.
- Student may participate on an athletic team or in any other major co-curricular activity
- Academic Warning status will also be contingent upon tardies and absences.
- All students on Academic Warning are invited to attend AHA on a regular basis.

Academic Probation

Academic Probation is identified as a time of concern for the student's academic progress. Students with quarter GPA of 1.75 or below, with two failing grades are automatically placed on Academic Probation. A letter and an email is sent home with the student's grade report informing parents of the Academic Probation status earned by the student and the Academic Probation process. This process includes:

- Student will continue to attend mandatory tutoring as verified by the sign-in logs.
- Student and Parent will be required to meet with the Principal and Academic Dean.
- Student will complete any additional support that may be required at the discretion of the Principal.
- Student will be ineligible to compete or practice in school sanctioned extra-curricular athletic events or activities until his or her grades meet the minimum criteria of a 1.75 G.P.A, with no more than one failing grade at the midterm of the next academic quarter, or will either continue on Academic Probation.
- Academic Probation status will also be contingent on tardies and absences.
- Students on Academic Probation are invited to participate in the AHA Program, Monday – Thursday.

Academic Exclusion

Academic Exclusion indicates that the student has earned 1.75 GPA or below and/or has failed three or more subjects for the quarter and is cause for serious concern for academic progress.

- Student will continue to attend mandatory tutoring as verified by the sign-in logs.
- Student and Parent will be required to meet with the Principal and Academic Dean.

- Student will complete any additional support that may be required at the discretion of the Principal.
- The student is excluded from participation in any athletic or other extracurricular activity for the quarter, effective immediately upon the receipt of official notification by mail. For athletics, this is defined as no practice and no dressing out with the team.
- Students on Academic Exclusion must participate in the AHA Program, Monday – Thursday.

ACADEMIC RETENTION/WITHDRAWAL POLICY

At the end of each year, faculty members and/or counselors review students with regard to their academic performance and effort and make recommendations to the Academic Dean regarding the enrollment status of each student. Failure of three or more of the eight courses may result in probation and/or exit from the school. If the school is not the best academic match for the student, the student's re-enrollment will be denied. If re-enrollment has been issued before a student has demonstrated that he/she is not able to meet the expectations of Archbishop Hannan High School, the school reserves the right to withdraw the offer and deny re-enrollment.

ACADEMIC ACHIEVEMENT RECORDS (TRANSCRIPTS)

Semester grades are issued in December and May and are the only grades entered on a student's official transcript. The transcript is the official record of scholastic work accomplished during high school. A student's official file consists of the following: the academic transcript, academic testing, health records, and emergency contact information. Any grade earned from another school shall be recorded as forwarded by the sending school, but the course will carry the quality points as per Archbishop Hannan High School.

A student's Academic Achievement Record (transcript) will be sent to any designated college. A parent or student may request access to a student's official records by submitting the request in writing to the Registrar. Copies will be available 24 hours from the time of request. Transcripts are forwarded to colleges or universities upon request by the student provided all financial obligations have been met.

For school year 2015-2016 the following counselors will be serving student needs:

- Mr. Steven Bradley- all 8th-10th grade students whose last names begin A-L
- Mr. Robert Casares – all 8th-10th grade students whose last names begin M-Z
- Mrs. Chris Haney- all 11th and 12th grade students

CLASS AND TEACHER ASSIGNMENT

Assigning Classes and Teachers

According to its Mission and Philosophy, Archbishop Hannan emphasizes academic excellence and intellectual challenge. Therefore, the school, based on

its experience and understanding of its students' abilities, reserves the right to determine the student assignment to particular classes, levels, and teachers.

Schedule Changes
Students may request to change classes or withdraw from classes only during the first two weeks of class. The Academic Dean must approve all class changes. After the first two weeks of class, the Academic Dean will only grant requests for class changes in cases of extreme emergency. A student's poor grade in a particular course is **not** considered a viable excuse for withdrawing from a particular class. In the case of an approved class change, the Academic Dean has the purview to determine the status of a student's grade in that class.

CLASS RANK
Grade quality points earned in 9th, 10th, 11th, and 12th grade will be used to determine final class rank. The requirement for honor graduates is a grade point average of 3.25. Only credit/quality points earned from Archbishop Hannan High School shall be included in this determination (excludes virtual or transferred courses).

COLLEGE COUNSELING
For information on our College Counseling program, please see the Guidance and Counseling section of this Handbook.

ELIGIBILITY (ATHLETIC AND EXTRACURRICULAR ACTIVITIES)
See information found under *Academic Penalties* in this section for specific grade-related eligibility requirements.

Only those students with good records for conduct and scholarship are eligible for class offices and offices in co-curricular organizations. Specifically, students must have passing grades in all subjects with a grade point average of at least 2.0 on the report card immediately prior to elections. In the event a student's grades changed after election, thus failing to comply with the requirements set above, the student may be dropped from office for the remainder of the academic year.

The coach, director, or club sponsor will be responsible for verifying student eligibility for extracurricular activities. The final decision regarding eligibility rests with the Academic Dean.

EXAM WEEK ACTIVITIES POLICY
The week of final exams is designated as a study week. Participation in after-school activities of any sort is not permitted during this time, except with permission from the Principal or Academic Dean.

FINAL EXAMINATION EXEMPTION
Students who earn A's for all four quarters and earn an A on their first semester examination are exempt from final examination in those courses. They need not attend school for that scheduled exam for which he/she is exempt.

GRADES AND GRADE REPORTS
Parents and guardians receive a quarterly report with grades for each subject studied. In addition, current reports and summaries of the student's academic progress are available at all times on Power School.

A student's achievement in each subject is graded on the basis of a 100% maximum grade. In order to pass a semester, a student must achieve a score of 70% or above per semester as determined by the grade book average. Students earn .5 credit each semester, and each semester is independently posted on the transcript. For each semester failed, a student must remediate and recover that semester credit by attending a summer school program approved by the Academic Dean.

At the end of each semester, quality points are assigned to each grade earned for that semester. A four-point scale is used for College Preparatory level courses. A 4.5 -point scale is applied to Pre-Advanced Placement (H) courses and a 5-point scale is applied to all Advanced Placement (AP) courses. These additional quality points reflect the increased workload and rigor associated with these courses.

Students participating in an internship will receive a Pass or Fail grade based on the requirements of the internship.

GRADE DISTRIBUTION
Letter equivalents of numerical grades, as well as the corresponding quality points, are shown in the chart below.

Numeric Value	Grade Equiv.	AP	Honors	College Prep
92-100	A	5	5	4
84-91	B	4	4	3
76-83	C	3	3	2
70-75	D	2	2	1
Less than 70	F	0	0	0
No Grade or Incomplete		**No Grade Point Awarded**		

GRADUATION REQUIREMENTS
Archbishop Hannan High School requires 32 credits for graduation. In order to receive an Archbishop Hannan High School diploma, all graduating seniors are required to participate in the Baccalaureate Mass rehearsal, Baccalaureate Mass, graduation rehearsal, and graduation ceremony. Participation in the graduation ceremony is limited to those seniors who have successfully completed all required course work. Seniors who have not met the academic requirements will receive their Archbishop Hannan High School diplomas upon completion of course work in the summer session.

GRADUATION DISTINCTIONS

The level of recognition given on a graduate's diploma is determined by his or her cumulative quality point ratio based on semester averages for all credit courses prescribed in his or her four-year high school curriculum. All graduates who achieve the requisite grade point average will merit the following distinctions:

1. Summa cum laude (3.75 or above)
2. Magna cum laude (3.5–3.74)
3. Cum laude (3.25–3.49)

The valedictorian and salutatorian determinations are based on the following criteria:

- The valedictorian has attained the highest cumulative grade point average for coursework taken at Archbishop Hannan High School. The salutatorian has attained the second highest grade point average for coursework taken at Archbishop Hannan High School.
- The valedictorian/ salutatorian must have been enrolled for no fewer than four years and earned a minimum of 25 ¼ credits at Archbishop Hannan High School.
- In the event of a tie, the highest numerical GPA in semester grades in the prescribed core curriculum will determine the valedictory/salutatorian speakers for the senior year.
- If a candidate for valedictory/salutatorian honors commits a major offense in his or her senior year, he or she may forfeit the opportunity to be the valedictory speaker at the graduation ceremony. The Principal, in consultation with the Assistant Principal and Dean of Discipline, will make the ultimate determination in these matters.
- At the Baccalaureate Mass students may wear those honor stoles, cords, or ribbons they have earned from the national honor societies and Student Council over their gowns.

HOMEWORK EXPECTATIONS

Homework assignments should average two and a half to three hours of study per day for students in grades 11 and 12. Students in grades 8 -10 should expect between two and a quarter and two and a half hours of homework each evening. Assignments in Honors/Pre AP and AP courses have greater expectations. Archbishop Hannan High School assumes that students who enroll in these courses are aware and able to complete the increased academic rigor associated with these courses.

Parents are reminded that the student who is absent for legitimate reason must arrange with his or her teacher to complete any written assignments and tests given during the period of absence. Missed homework from an excused absence should be submitted no later than one class after the student returns from the absence. The teacher must agree to any later submission, or it is subject to late grading as described below.

Teachers are to schedule big tests based on understanding that students shall not have more than 2 big tests per day.

HOMEWORK HALL

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments complement class work and relevant to the curriculum. Homework is a natural extension of the school day and an important part of a child's educational experience. Homework assignments are governed by the school's plagiarism and cheating policies, and students who violate these will be held accountable under the Personal Integrity Code.

Complying with the homework requirements of a class is not an option. If a student chooses not to submit a homework assignment when it is requested by the teacher or it is submitted largely incomplete, the teacher shall assign the student to Homework Hall to be **served after school on that afternoon**. The student must report to Homework Hall from 3:20-4:20 to complete the missed homework assignment. The work will be submitted to the teacher.

Should a student miss Homework Hall (for whatever reason), he/she shall be re-assigned to Homework Hall the next day and the assigning teacher may write a Conduct Referral/assign another disciplinary sanction. Students who continually miss Homework Hall will be required to attend Saturday Homework Hall from 8:00 AM – 12:00 PM.

HONOR ROLL

At the end of each semester, Honor Roll citations will be awarded to those students who have achieved a particular level of academic excellence.

- **Principal Scholars** are those students earning 3.80 GPA (weighted) or above, with no grades below a B.
- **Crimson Scholars** are those students earning a GPA of 3.50 to 3.79 (weighted), with no grades below a C.

LATE AND INCOMPLETE ASSIGNMENTS

Every student is expected to complete all assignments on time. If an event arises and the student is not able to do so, he/she may be allowed to petition an individual teacher for an extension until a specified date (to be determined by the teacher). Archbishop Hannan High School teaches students to plan their time realistically; therefore, under most circumstances extensions may only be granted when the request is made at least one day prior to the due date. Teachers will give copies of their policy to students on the first class. Should a student fail to turn in a homework assignment when it is due, the student will be required to attend Homework Hall on that day.

LEARNING DIFFERENCES

Archbishop Hannan High School does not provide special education services or facilities. However, the school will make every effort to incorporate reasonable accommodations, consistent with the school's policies and program of study, to aid students with documented learning differences. In the event the school determines the student's academic needs are not being met, Archbishop

Hannan High School reserves the right to encourage the student to seek a more appropriate learning environment.

In order to qualify for any form of accommodation the school requires documentation of an up-to-date psycho-educational evaluation (within the past three years) from a qualified professional. The counselor keeps the evaluation and recommended accommodation confidential. Teachers receive the INC plan and will accommodate the student based on the recommendations from the evaluation. Request for accommodations should be submitted to the Academic Dean by the beginning of the quarter in which the accommodations are to be made. All psycho-educational evaluations must contain the following information:

- The specific disability, as diagnosed;
- Complete educational, developmental, and relevant medical history;
- Description of the tests or techniques (WISC-III, WJ-R, WRAML, etc.) that were used to arrive at the diagnosis, including date(s) of the evaluation, appropriate test results, and a description of the functional limitations resulting from the disability;
- The professional credentials of the evaluator, including information about license or certification and area of specialization; description of the specific accommodations requested, and state why the disability qualifies the student for such accommodations;

MAKE-UP WORK/TESTS DUE TO ABSENCE

- **Excused Absences**: When students have excused absences, the homework and class assignments they missed shall be turned into the teacher on the next class day. For instance, if a student is absent for illness on Monday and returns to school Tuesday (speak with teacher about work owed), his/her class work and homework shall be turned into the teacher on Wednesday without any penalty. If work is still not submitted after numerous attempts to set a time, the teacher may issue a 30% of the value of the assignment.
- **Unexcused Absences**: A student with an unexcused absence must follow the same policy as with excused absences. However, because the absence is unexcused, the teacher, at his or her discretion, may mark the assignment at value of 99%-30%.
- **Make-up Tests/Quizzes**: Tests/quizzes/projects missed for absence shall be scheduled for make-up on the returned class day. For instance, if there was a test on Monday and a student was absent, the student would be responsible for getting all notes and reviews when they returned on Tuesday, and for taking the assessment on Wednesday. Students missing days prior to a test or quiz are responsible for getting the notes and study guides and will take the test/quiz on the scheduled day. If a test is still not made up after numerous attempts to set a time, the student will receive a grade of 30% of the point value of the assignment.

NATIONAL HONOR SOCIETY

Archbishop Hannan High School supports a chapter of the National Honor Society. Juniors and seniors are eligible for membership, provided that they meet minimal academic standards, submit the prescribed application form, and are chosen for membership by the faculty selection committee. The criteria for membership are both objective and subjective: objective—a prescribed minimum GPA and a formalized application process; subjective—a selection committee evaluation of each candidate's merits in the areas of leadership, service, and character. The application form clearly articulates the criteria for membership and the complete process.

PARENT-TEACHER CONFERENCES

A school-wide parent-teacher conference night is scheduled every year at the beginning of second semester. However, parents/guardians may make a personal appointment to meet with a teacher anytime during the year by calling the school at (985) 249-6363 or by emailing the teacher directly.

POWER SCHOOL

PowerSchool is a web-based Student Information System tool that allows students and parents/guardians to access course and grade information. Students and parents/guardians will be provided with individual activation codes at the beginning of the school year. Parents/guardians and students have 24 hour access to student grades and some assignments via the school's PowerSchool web portal. Access to PowerSchool is available through our website (www.hannanhigh.org/powerschool). Teachers will post student assessments to the PowerSchool grade book within seven days of receiving the assignment.

Archbishop Hannan High School strongly recommends that families understand how to best use the PowerSchool grade-reporting features. Detailed information is available in the Parent Commons section of the website. For problems regarding PowerSchool, please email the school Technology Department Help Desk (technology@hannanhigh.org).

REGISTRATION AND PLACEMENT OF STUDENTS

Registration will be held in the spring semester for returning students so that students can select classes for the next academic year. Counselors will assure that students select all coursework needed for TOPS and for the Louisiana Department of Education. Students will select classes needed and the prioritized electives as desired. If the first elective choice cannot be scheduled, students will be placed in their next chosen elective. Upperclassmen take priority for placement into electives or upper level courses. Students who do not submit their registration forms by the required deadline will not be scheduled and thus will not be assured placement in their requested courses. Incoming and transfer students are placed by the administration and guidance personnel based upon their academic records, standardized test scores, and other placement criteria.

REPEATING A SEMESTER/COURSE
Any semester/course that has been failed must be repeated during an approved credit recovery program or may be scheduled in a subsequent year. The semester grade is comprised of 42.5 % for the first (or third) quarter and 42.5% for the second (or fourth) quarter, and 15% for the exam. Courses that have been passed may not be repeated for credit. Students receiving a D or below in a foreign language or mathematics class may be advised to repeat the class before advancing to the next level.

SUMMER SCHOOL
To earn credit for a failed semester of a required course, a student must pass the course in summer school. Both semester grades plus the summer school grade will show on the student's transcript.

A student must attend summer school for any semester failed. Failures in any courses must be made up in the Archbishop Hannan High School summer school program, another approved summer school program or during the following academic year, depending upon whether the failure was of one or both semesters. Each semester stands independently. Thus, students must make up in school every semester they fail in a course. If a student fails both semesters of a two-semester course, the course must be made up during the next academic year, unless both semesters of the course are available at an approved summer school program.

A maximum of four semesters can be taken during summer school. If a student fails more than two semesters total during the school year, a parent conference and academic review of the student will be required. Parents are urged to take into account the possibility of required summer school when making summer vacation plans. Failure to enroll in summer school will jeopardize a student's opportunity to return to Archbishop Hannan High School for the next academic year.

TUTORING
Teachers are available for extra help Monday through Friday in the morning or afternoon, depending on each teacher's schedule. Students experiencing difficulty in a subject area should contact the teacher and arrange for extra help. Tutoring times are posted on the teacher's Commons and outside the classroom. All teachers will hold at least two tutorials per week totaling 90 minutes. All teachers should schedule at least one morning and one after-school tutorial.

WEEKLY CLASS SCHEDULE

8:00-9:13	1st Block
9:18-10:31	2nd Block
10:36-11:59	3rd Block- includes 10 minutes "homeroom" period at end for Hawk Talk
11:59-12:44	LUNCH (10th, 11th, 12th grade lunch and 8th and 9th grade lunch)
12:44-1:57	4th Block
2:02-3:15	5th Block

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
(1)	(6)	(3)	(8)	(4)
(2)	(7)	(4)	(1)	(5)
(3)	(8)	(5)	M**	(6)
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
(4)	(1)	(6)	(2)	(7)
(5)	(2)	(7)	(3)	(8)

** M Block on Thursdays will alternate between Mass, Student Assembly, Advisor/Advisee Period, Professional Development, and Pep Rally.

FAITH FORMATION

At Archbishop Hannan High School, our primary goal is to assist students to hear the call of Jesus Christ and help develop the necessary skills to respond. Through the combined efforts of our Theology Department, Campus Ministry, and Christian Service program, students begin to understand the importance of integrating faith into all aspects of their daily life.

CAMPUS MINISTRY

The Campus Ministry office aims to provide a variety of opportunities and special programs geared specifically toward spiritual growth and development, as well as to serve as a ministerial presence within our community. We strive to support the spiritual formation of all members of the Archbishop Hannan High School community in a manner that is both inviting and respectful of each person's faith tradition and personal experience. Campus Ministry programs are open to persons of all faiths and denominations. The Campus Minister is also responsible for coordinating opportunities for communal celebration of the Eucharist and the sacrament of Reconciliation and annual class retreats.

CHAPEL OF MARY QUEEN OF PEACE

The chapel is open to members of the Hannan community during the school hours for personal prayer. Mass, Eucharistic Adoration, recitation of the Rosary, and prayer services are offered in the chapel throughout the course of the year.

CHRISTIAN SERVICE PROGRAM

In order to encourage students of Archbishop Hannan High School to fully live out the school motto of "Charity Leads to Perfection," each student is required to participate in the Christian Service Program. Archbishop Hannan High School seeks to provide every opportunity possible to foster growth in Christian love and charity. Archbishop Hannan High School considers the service program an ideal way to help students experience the true joy and peace that comes from living a life of Christ. This mission and theology that support it are taught in the classroom and through action. Supervised by the Director of Campus Ministry, the program complements the academic experience by assisting students to develop an orientation towards Christian service. Each year students volunteer at specific service sites such as nursing homes, hospitals, soup kitchens, and schools in an effort to reflectively live out what all are commanded to do as Christians.

Requirements

Students in 8th, 9th, & 10th grades must complete a total of 10 hours per year, with 5 hours required per semester. Students in 11th & 12th grades must complete a total of 20 hours per year, with 10 hours required per semester. Students must meet the required number of Christian Service hours each semester in order to be eligible for extracurricular activities. If seniors do not complete their required hours, they will not be able to participate in the graduation ceremony. Underclassmen that do not complete their service hours

will be placed on academic probation for the following school year. The Director of Campus Ministry will arrange and coordinate numerous service opportunities, but it will be the students' responsibility to select opportunities, complete the hours and turn in the paperwork verifying completion. The most important aspect of the Christian Service Program is that the students have direct contact with those people who are disadvantaged and in need of their help. The Director of Campus Ministry must approve all service opportunities in advance.

RETREATS

The purpose of the retreat program is to provide a spiritual component to the student's academic life. Each year, Campus Ministry offers a day of retreat and reflection for grades 8-11, while seniors participate in an overnight retreat experience. Retreats are structured to meet the particular developmental and spiritual needs of the grade level and will allow students to break away from the rigors of daily life in order to focus on further developing their relationship with the Lord. Class retreats are held during the school day and are mandatory for all Hannan students regardless of their religious affiliation.

SACRAMENTAL LIFE

The school community celebrates the Eucharist and the Sacrament of Reconciliation throughout the year. A liturgy committee is primarily charged with the planning of each liturgy. Students are encouraged to contact the Campus Minister if they are interested in assisting at the liturgical services. The sacrament of Reconciliation is offered throughout the year during scheduled Reconciliation services. The sacrament of Confirmation is administered through the student's parish.

Mass is celebrated at Mary Queen of Peace Chapel every Wednesday at 7:20 a.m. All members of the Hannan family are encouraged to attend. A school-wide Mass is celebrated in the school gymnasium once a month. Parents and alumni are always invited to attend.

STUDENTS FROM OTHER FAITH TRADITIONS

Archbishop Hannan High School is a Roman Catholic High School in the New Orleans Archdiocese. The school welcomes students from all faith traditions to our school community. We strive to maintain an environment where students are not pressured to amend their beliefs and feel free to share their opinions and experiences. Students, regardless of their religious affiliation, are expected to attend and participate as appropriate in all required liturgical and para-liturgical services, successfully complete required courses in Theology, and maintain a respectful decorum.

GUIDANCE AND COUNSELING

Archbishop Hannan High School employs a team of highly qualified counselors to provide confidential assistance to students who need or desire help with personal/academic difficulties or in preparation for the college application process. A developmental program of group and individual meetings with students is used to fashion the most appropriate schedule of courses and testing to meet the individual needs of each student. All students should feel free to take advantage of the many services provided through the College Counseling and Guidance Office located on the first floor of the Academic Building.

ACADEMIC ADVISING

Each student is assigned a guidance counselor who meets with the student to monitor academic progress and assist if problems should develop. Parents/guardians should feel free to contact the counselor to discuss the social and academic progress of their child.

COLLEGE APPLICATION PROCESS

The road to college starts at the beginning of high school and not at the beginning of the senior year or at the close of the junior year. Good scores on college entrance exams, an appropriate selection of courses throughout the four years of high school, a good grade point average, and a clear record of service in the school and the community are the keys to most successful college admission campaigns.

Please note, although the guidance counselor is available to assist all students in the preparation of college admission applications, recommendations and related documents, seniors must take the initiative to obtain necessary applications for colleges and scholarships. The Guidance Office strives to make information available to all students, but it is the student's responsibility to access the information available as well as to complete required forms in a timely fashion. Students must remember to supply necessary forms and application fees when applying for college admission and/or scholarships. All information must be submitted to the guidance office within a **two-week** notice to insure completion.

The Guidance Office facilitates the college selection and application processes initiated by students and their families. Activities related to this process include the following:

- Scheduled visits by college recruiters during lunch hours throughout the first two quarters of the school year;
- Personal and group guidance for seniors on the college application process which includes how to obtain information about various schools, how to obtain application materials and find out about application deadlines, how to write the application essay, and how to apply for scholarships and financial aid;

- The preparation and forwarding of transcripts and other documents issued by Archbishop Hannan High School necessary for application for admission to colleges and universities;
- E-Mail with information, including scholarship opportunities, pertinent to seniors directly to senior parents. Please make sure the counseling office has your correct e-mail address.

CONFIDENTIALITY
The personal counseling services offered by Archbishop Hannan High School are not intended as a replacement for clinical counseling. It is intended to provide short-term counseling services. As such, there should be no expectation of legally binding confidentiality on the part of the student or the parent.

GROUP GUIDANCE
Test interpretations, review of transcripts, and other elements of career and college counseling are presented through selected classes to reach all students.

STUDENT RECORDS
All report cards, transcripts, and standardized test results are coordinated through the Guidance Office.

SCHEDULING
Students receive advice on their course of study during the scheduling process based on test scores, teacher recommendations, and parent and student preferences. Since over 99% of Archbishop Hannan students enroll in college after graduation, the pre-college curriculum is a good measure of appropriate scheduling. This is considered a minimum standard for college preparation. The kind of courses a student takes is as important a consideration as the grades earned.

Scheduling is important from the very beginning. Throughout the scheduling process, students and parents should keep in view all four years of high school. Students must keep abreast of the prerequisites for courses in the math, science, social studies, and English areas. High school is one four-year experience, not four one-year experiences.

Scheduling takes place in the spring of each year. Required and elective course options are reviewed in group guidance sessions and in individual guidance sessions during the fourth quarter. The course catalogue (or catalog) is very useful in helping to determine prerequisites and to understand the content of all courses. Students must obtain teacher recommendations for those courses identified in the course catalog (or catalogue) sheet and should select courses based on these recommendations. Parents and students must also sign all course selection sheets before submitting them to the guidance office. Priority for scheduling is given to students based on the level they will be in during the next academic year (i.e. seniors, juniors, sophomores, and freshmen).

STANDARDIZED TESTING

- **ASPIRE 8** is a test from ACT that is administered during a student's eighth grade year. The ASPIRE 8 measures a student's knowledge and skills in English, Math, Reading and Science Reasoning, and writing.
- The **ASPIRE High School** test is administered in the freshmen and sophomore year. The Aspire High School measures a student's knowledge and skills in English, Math, Reading and Science Reasoning, and writing. This test also provides an estimated ACT composite score and offers career information.
- In the fall of the sophomore (honors students only) and junior years, students take the **PSAT**. The PSAT attempts to predict how well a student would fare on the SAT. This test is also used as the qualifying test for the National Merit Scholarship competition. Students scoring in the 95th percentile on the PSAT are usually recognized for their achievement.
- **ACT** is the college entrance exam preferred by many colleges. All juniors are strongly encouraged to take the ACT on the April test date. The ACT may be taken as often as desired. The ACT is targeted for high school juniors; therefore, it is the most valid test for that age group. This test covers the areas of English, reading, mathematics and science reasoning
- The **SAT** is another college entrance test accepted in schools across the United States. The SAT concentrates on the math and verbal areas. While different in content and scoring from the ACT, the SAT also presumes to predict a student's relative fitness for college level work. Nearly all schools will accept either the SAT or the ACT.

It is wise to take both the ACT and the SAT tests. Some students may score better on one test than the other, in which case college admission officials may utilize the better score for consideration.

SCHOOL LIFE

ATTENDANCE
The school day begins at 8:00 AM and concludes at 3:15 PM (except on scheduled early release days). Students are expected to be in their classrooms when the bell rings. Students are also expected to be in attendance during all scheduled class days. Regular attendance and diligent application to studies are pivotal to a student's academic success at Archbishop Hannan High School. The school relies on the parents/guardians to cooperate in ensuring their student(s) make every effort to meet these expectations.

ABSENCES
Daily attendance is a crucial part of ensuring academic, social, and extracurricular success at Archbishop Hannan High School. Absences occur, but it is vital that the student and parents work to ensure that they happen as infrequently as possible and are truly unavoidable..

A parent or guardian **must report** absences by calling and leaving a message on the attendance line (985-246-6363) prior to 8:30 AM. A telephone call is required **every day** of a student's absence. Please leave your full name and relationship, the student's name and grade level, reason for absence, and a phone number where you can be reached. **The school will contact parents each day of a reported absence for verification. If the Attendance Clerk is unable to speak with a parent/guardian, the absence is marked unexcused**.

Class Attendance Requirement
The Louisiana State Department of Education has strict attendance requirements. In any class, a student may not accumulate more than 8 days of unexcused absences per semester; otherwise, the student may be denied credit for that semester for excessive unexcused absences.

Half-Day Absences
Students who are absent for more than two periods will be counted as absent for half of the school day.

Excused Absences
When a student misses school because of illness, death in the family (maximum of three days), medical appointment, court mandated appearance or extenuating circumstances as approved by the Dean of Discipline, the absence will be excused only upon receipt of a parent/guardian or physician's note. If the illness exceeds three days, a physician's note is required. This note submitted upon return to school, must contain the following:

1. Date of the absence,
2. Reason for the absence,
3. Parent or guardian signature,
4. Parent or guardian phone number.

Unexcused Absences
Any absence not falling within the excused-absence category is considered unexcused. In addition, the following are also considered unexcused absences: a family vacation scheduled during school time and any disciplinary suspension. Students with an unexcused absence are responsible for submitting any missed work on the **first day** they return to class.

Excessive Absences
Excessive absences may result in a parent conference with the Principal to determine the nature of the attendance problem. A student with excessive absences in a semester may forfeit the right to receive credit in a course. This will be determined, in each case, by the Principal.

After three (3) **unexcused** absences per class, per semester, the student will be required to make up the missing hours by completing special assignments after school hours, during early dismissal days, during exam days, or on specially-designated Saturday School days, as designated by the classroom teacher.

Absences and Co-curricular Activities
Students must attend a **minimum** of three complete academic classes on the day of co-curricular, athletic or extracurricular practices and events. Staying at home to "rest up" for a game or performance rather than attending classes sends an inappropriate message to our students concerning priorities.

CLUBS AND ORGANIZATIONS
Clubs and extracurricular activities play an important role in the daily life of the school community. They extend learning beyond the classroom and provide students with opportunities to develop leadership skills. Through these organizations students are able to explore new ideas, form new friendships, focus on special interests, and work on projects that develop a sense of community and responsibility. Archbishop Hannan High School offers a variety of organizations and opportunities.

Eligibility and Participation
To ensure that a student's participation in organizations and clubs does not interfere with academic achievement; we have set the following guideline: Students whose disciplinary record is judged unsatisfactory by the Dean of Discipline or Principal shall be excused from participation in any organization until such time as the student demonstrates satisfactory improvement. The Assistant Principal may prohibit a student on Academic Probation from participating in extracurricular activities, if necessary, to improve academic achievement.

Club/Organization Fundraising
The club advisor and Student Activities Director must approve all student fundraising initiatives. Fundraising approval forms are available from the Student Activities Coordinator. All organizations must utilize the Business Office for all financial transactions including accounts, checks, and fees.

Tryouts/Elections
A student is not considered enrolled unless the registration or re-enrollment fee has been paid and all paperwork has been signed and submitted for the upcoming school year. A student's schedule cannot be completed and tryouts for athletic teams (including cheerleading and dance team) or elections for student government offices may not take place unless the student's record is clear of all fines and/or tuition debts, and the enrollment process is complete.

List of Clubs and Organizations

- Student Organizations:
- Hawks 4 Life (Pro-Life Club)
- National Art Society
- Book Club
- Campus Ministry Team
- Key Club
- Math Club
- Mock Trial Team
- Quiz Bowl
- Robotics Club
- Student Ambassadors
- National Honor Society
- Honor Committee
- National Spanish Honor Society
- Quiz Bowl Team
- Student Council
- Blackfriars Performers
- Mu Alpha Theta
- Environmental Club

COLLEGE REPRESENTATIVE VISITS
During the course of the academic year, the school hosts many college representatives so that students may make more informed decisions about colleges. Students may attend as many meetings as they like, but are urged to limit the number of in-class meetings. It is the student's responsibility to ask his teacher's permission to be excused from class before a college rep meeting. Normally, students are not excused from classes that are giving tests; they are accountable for all class work and assignments missed in any class from which they were excused. No later than the day before the college rep visit, the student must sign up in the College Counseling Office. If a student fails to sign-in or ask prior permission from his teacher in advance, he will be given an unexcused absence.

DANCES
Archbishop Hannan High School clubs and organizations sponsor school dances to promote healthful recreation and social growth consistent with Catholic values. Students who are not in attendance on the day of a dance will not be permitted to attend the dance. Proper behavior and dress is expected of

students at school dances. Parents must pick up students promptly at the end of the dance. Attendance is open only to Archbishop Hannan students and to their dates. Students bringing dates that do not attend Archbishop Hannan must complete a Date Registration Form by the scheduled date. All students are subject to an alcohol breathalyzer test before entering and during the dance. Any student attending a dance while under the influence of alcohol or drugs will be ejected and subject to the school's regulations. Upon leaving the dance, students will not be readmitted to the dance.

DISASTER PROCEDURES

- **Lockdown**: In the event of an internal or external crisis situation, students will remain in their classrooms and follow instructions for possible evacuation from the building.
- **Fire**: In case of a fire or a drill, the signal will be a continuous blast of a fire horn. Evacuation route procedures are posted in each classroom and office. Teachers will ensure that they have accounted for all students. Following pre-set routes, teachers will lead their students to designated locations outside the building where class roll will be called. A drill is not complete until all students are accounted for and an all-clear is given by school officials.
- **Tornado/Storm**: In case of a storm or a drill, students will be moved to designated safe locations in the building; be moved away from the windows; and follow instructions from school personnel.

DRESS CODE AND GROOMING

General Guidelines

In the spirit of promoting excellence in all aspects of life, Archbishop Hannan High School wishes to maintain and enhance a norm of personal appearance, which reflects appropriate care, neatness, and a sense of self-worth. It is our goal to set a standard of dress and grooming that inspires and encourages class unity, school identity, and pride. With the support of the entire Archbishop Hannan High School community, these guidelines will help engender a positive climate for mature behavior and strong academic performance. Any student unable to abide by the dress code due to injury or illness must have a note from a physician and present it to the Dean of Discipline.

All students are required to be in full uniform in the hallways from 8:00 AM to 3:15 PM. The final decision in determining appropriate dress and appearance shall rest with the Principal/Designee. Failure to adhere to established uniform requirements will result in disciplinary action. Each violation of the Dress Code is a separate infraction. Continued non-compliance with the dress code will result in escalated disciplinary action.

Ladies Dress Code

- Skirt: Crimson, navy, gray Archbishop Hannan High School plaid, stitched down box pleats that must be worn no more than 2 inches above the middle of the kneecap. Rolling up of the skirt is prohibited.

- Shirts: White uniform oxford blouse (short or long sleeves) with the school crest monogrammed on the right chest and the student's last name monogrammed on left chest. Students must wear a long sleeved shirt to Mass.
- ID: School-issued photo ID with Archbishop Hannan lanyard must be worn at all times.
- Undergarments: Brightly colored undergarments are prohibited and undershirts must be plain white.
- Socks: Only official Archbishop Hannan High School socks with logo are permitted.
- Leggings: During the winter months (November – February), girls may wear black, grey, or navy leggings beneath their uniform skirt. Leggings are defined as tight, snug fitting pants (not sweatpants) and must not be worn, faded, frayed, or have holes in the material. Leggings may not be worn outside of the winter months.
- Shoes: Uniform shoes are to be the official school shoes designated by the school and on file at Ponsetti's Shoes. No tennis or athletic shoes are allowed, except during physical education. Shoes are to be kept polished; shoes are to be worn properly (shoes made to be worn with laces must have laces that are properly tied). Defacing school shoes and walking on the backs of shoes will not be permitted.

  Medical Exemption: A student requiring an exemption from the uniform shoe policy must provide the Dean of Discipline with a note from their doctor stating (1) the diagnosis; and (2) the expected length of time for the exemption. If approved, the student may only wear non-uniform shoe that are either solid white or solid black in color, and approved by the Discipline Office.
- Blazer: Junior and Senior ladies will wear the Archbishop Hannan High School Blue Blazer on formal dress days, and is optional on any other day.
- Sweater/Sweater Vest: Eighth grade, Freshman, Sophomore girls may wear the Archbishop Hannan crimson long-sleeve V-neck sweater or sweater vest, monogrammed with the Hannan crest and the student's last name on Formal Dress days, or regular school days.
- Fleeces: Only official Archbishop Hannan High School fleeces monogrammed with the student's last name and school crest may be worn during school hours, but may not be worn at Mass on Formal Dress days.
- Jackets: The Hannan letterman jacket may be worn at any time during the school day. All other jackets may be worn to school, but must be removed and placed into the student's locker immediately upon entering the building.

General Requirements for Ladies

1. Hair kept in a neat style; no unusual colored hair. No distracting headwear.
2. Bracelets and necklaces must be simple and tasteful. One bracelet per wrist is allowed.

3. No more than one earring in each ear and must be in the earlobe. No cartilage piercings allowed.
4. Make up, if worn, should be minimal. The administration reserves the right to decide what is considered minimal.
5. Nail polish must be in an appropriate solid color. The administration reserves the right to decide what is considered appropriate.
6. All buttons (other than top) must be fastened (including sleeves) Shirttails must be tucked. Sleeves may not be rolled.
7. Undershirts must be tucked, white, and free of any visible markings; long-sleeve undershirts may not be visible.
8. Skirt must be no more than two inches above the middle of the kneecap.
9. All uniform components must be free of rips, tears, and markings. Non-uniform garments (i.e. team jackets, sweatshirts, sweaters, etc.) may not be worn at any time.
10. Any non-compliance with dress down day allowances will result in an automatic detention.
11. Dress down days will consist of jeans, closed toed shoes, and an official Hannan top (or other as designated by the Student Council). All shirts must be tucked in.
12. Fake/semi-permanent or permanent tattoos, or other forms of "body art" are not allowed on exposed body parts.
13. Headband and scarves must be in school colors: white, blue/navy, and/or red/crimson.

Gentlemen's Dress Code

- Shirts: White uniform oxford shirt (short or long sleeves) with the school crest monogrammed on the right chest and the student's last name monogrammed on left chest. Students must wear a long sleeved shirt to Mass.
- Pants: Khaki dress slacks as sold by School Time Uniforms. Pants may be plain front or pleated. When standing upright, the pants shall be long enough to touch the shoes.
- ID: School-issued photo ID with Archbishop Hannan lanyard must be worn at all times.
- Undershirts: Only plain white short sleeve undershirts may be worn.
- Socks: Tan, black, white, or brown dress socks. Ankle socks are not permitted.
- Belts: A solid brown leather belt is required on all pants.

  Shoes: Uniform shoes are to be the official school shoes designated by the school and on file at Ponsetti's Shoes. No tennis or athletic shoes are allowed, except during physical education. Shoes are to be kept polished; shoes are to be worn properly (shoes made to be worn with laces must have laces that are properly tied). Defacing school shoes and walking on the backs of shoes will not be permitted. **Medical Exemption:** A student requiring an exemption from the uniform shoe policy must provide the Dean of Discipline with a note from their doctor stating (1) the diagnosis; and (2) the expected

length of time for the exemption. If approved, the student may only wear non-uniform shoe that are either solid white or solid black in color, and approved by the Discipline Office.

- Blazer: Junior and Senior gentlemen will wear the Archbishop Hannan High School Crimson Blazer on formal dress days, and is optional on any other day.
- Sweater/Sweater Vest: A crimson sweater or sweater vest, long sleeve V-neck monogrammed with Hannan crest and monogrammed with the student's last name may be worn on any day. The sweater or sweater vest may be worn to Mass.
- Ties: Only official Archbishop Hannan High School ties are permitted and are required to be worn at Mass and as part of the dress uniform.
- Fleeces: Only official Archbishop Hannan High School fleeces with monogrammed with the student's last name and school crest may be worn during school hours but are not allowed to be worn at Mass or as part of the dress uniform.
- Jackets: The Hannan letterman jacket may be worn at any time during the school day. All other jackets may be worn to school, but must be removed and placed into the student's locker immediately upon entering the building.

General Requirements for Gentlemen

1. Hair length must be off of the top of the collar and may not extend past eyebrows or tops of the ear. No hair coloring (including bleach, highlights and lowlights). No extreme or distracting styles.
2. No facial hair or excessive sideburns (nothing lower than ear lobe).
3. No headwear.
4. Jewelry restricted to one ring and Archbishop Hannan High School class ring. No visible necklaces. Bracelets must be simple and tasteful in design. One bracelet per wrist is allowed.
5. No visible piercings.
6. Archbishop Hannan High School uniform shirt. <u>All</u> buttons (excluding neck button) must be fastened (including sleeves). Sleeves may not be rolled. Shirttails must be tucked. Undershirts must be tucked, white, and free of any visible markings; long-sleeve undershirts may not be visible.
7. Brown dress belt only. (No braided belts)
8. Archbishop Hannan High School uniform khaki pants.
9. Archbishop Hannan High School uniform shoes must be neat and clean. No clogs (no stepping on heel of shoe).
10. Archbishop Hannan High School navy uniform pullover sweaters may be worn at any time. All uniform components must be free of rips, tears, and markings.
11. Dress down days will consist of jeans, closed toed shoes, and an official Hannan top (or other as designated by the Student Council). All shirts must be tucked in.
12. Fake/semi-permanent or permanent tattoos, or other forms of "body art" are not allowed on exposed body parts.

Spirit Fridays Dress Code

The purpose of Spirit Fridays is to encourage school spirit and support of our in-season athletic teams and extracurricular organizations. On these days, in-season student athletes and members of specific student organizations may dress in a shirt/top pre-approved by the school. No other variations from the Archbishop Hannan uniform are permitted. Examples include but are not limited to:

- Basketball Warm-up Tops
- Cheerleader Warm-up Tops or Polo Shirts
- Earthling Club Polo Shirts
- Football Jerseys
- Hawkette Warm-up Tops or Polo Shirts
- Student Government Polo Shirts
- Volleyball Warm-up Tops

Dress Code for School Dances

Our goal is to insure a safe and healthy environment that honors the values of our school. These policies emerge from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Age appropriate modesty and taste are the overriding principles in determining dress for the dance. The Principal is the **final arbiter** in deciding whether or not a student's outfit has complied with the dress code. Keeping this in mind, the following dress code must be followed:

Casual Dances

Ladies:

- Shorts: Short shorts are not permitted. Hemlines must be no higher than four inches above the top of the knee cap. Capris pants are allowed.
- Jeans: Must be in good taste without holes, frayed ends, patches, etc.
- Skirts: Skirts should be appropriate in length (no shorter than 4 inches above the knee), age-appropriate, fit properly, modest and in good taste.
- Tops: The following are permitted - spaghetti straps with a minimum 1 inch width, and halter tops that fully cover below the natural bra line. Strapless tops and tops with plunging necklines are not permitted.
- T-shirts are allowed as long as there are no inappropriate logos or writing on them.
- Clothing that exposes a bare midriff is not allowed.
- Sandals and tennis shoes may be worn.

Gentlemen:

- Shorts and jeans (no holes, frayed ends, patches, etc.) are allowed.

- T-shirts are allowed as long as there are no inappropriate logos or writing on them.
- Sandals and tennis shoes are allowed.

Semi Formal
Ladies

- Skirts and dresses must be no more than four inches above the top of the kneecap. If the dress has a slit, the slit cannot be any higher than three inches above the knee.
- Dresses are not to have bare midriffs, fit too tightly, or cling to the body. They should not ride up as the student dances.
- Backless dresses may not be cut below the natural bra line.
- All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted.
- Dresses may have spaghetti straps, halter type tops, cold shoulder, or strapless as long as they meet the neckline requirement.
- Dresses that are laced together in the front cannot reveal bare skin under the lacing.
- Dresses with sheer panels or cut outs are not allowed.

Gentlemen

- Dress pants (no sagging/baggy pants) are required. The difference between dress pants and jeans is that in a dress pant there is no external stitching or grommets.
- Dress shirts and dress shoes are required.
- Gentlemen must wear a tie and keep it on the entire evening. A jacket is optional.
- Shirts must be worn and tucked in entire dance. Any boy removing his shirt will be asked to leave the dance (parents will be called).
- Hats cannot be worn at any time during the dance.

Formal Dance (Prom)
Ladies:

- All the requirements listed for Semi Formal Dances are applicable to Formal Dance (Prom) attire, but also include the requirements listed below.
- Dresses are to be formal or semi-formal.
- Dresses that are laced together in the front cannot reveal bare skin under the lacing.

Gentlemen:

- Tuxedos or dress suits are required.
- Pants cannot be too big or sagging (belt or suspenders must be worn)
- Gentlemen must wear a tie.
- Dress shoes are required.

- Shirts must be worn the entire dance. Anyone removing his shirt will be referred for disciplinary action.
- Generally speaking, hats are not allowed. However, if the hat is a part of the formal attire, check with the Dean of Discipline before the event to see if it is appropriate to wear to prom.
- If students have any doubt about the appropriateness of their attire, they should ask the Assistant Principal ahead of the event rather than be placed in the embarrassing situation of being turned away at the door.

Dress Code at School-Sponsored Events/Activities

These policies apply to school-sponsored events, other than dances, or those events with a specific dress code. All students are expected to dress in a neat, clean manner and conform to standards of good taste and decency in their dress while attending school-sponsored events and activities. The final decision in determining appropriate dress and appearance shall rest with the Principal or designee. Failure to adhere to established dress and appearance codes may result in disciplinary action and/or being sent home from the event. Clothing and other items prohibited at school-sponsored events and activities includes:

- Clothing that advertises or depicts alcohol, drugs, nudity, sexual innuendo, satanic themes, racism, offensive language or obscene language.
- Dress/skirt hems shorter than 4" from the top of the kneecap.
- Tank tops, torn or ragged clothing.
- Tops leaving midriffs bare, lace-up clothing which does not cover completely, pajama pants.
- Sagging pants (pants must fit the waist or be belted to be held at the waist).
- Miniskirts, spaghetti straps, blouses worn in an age-inappropriate manner.
- See-through or mesh fabric.
- Immodest tops that do not provide adequate coverage.

DRINKS/WATER BOTTLES

Soda bottles, coffee, and other drinks are not permitted in the school buildings (except in the Dining Hall). Water fountains are multiple and well placed throughout the buildings. Students **may** bring water bottles or drinking containers of water, provided that the container have a locking lid and is completely clear in color. The Archbishop Hannan High School administration reserves the right to examine the contents of any water bottle or container.

DRIVING

Students are expected to abide by the following driving rules:

- Obey all local/state rules and regulations regarding operation of a motor vehicle and parking.
- Observe the posted speed limit on campus, which is 5 mph.
- Refrain from playing loud music and littering.

- Drive and park only in the student designated area and not in faculty or visitor parking areas.
- During arrival and dismissal times traffic must move clockwise around the campus. Vehicles may not turn right at the front entrance of the school.
- Archbishop Hannan reserves the right to inspect cars (at any time) parked on its property.

Failure to observe any of the rules outlined above may result in a fine, detention, and/or loss of parking privileges.

Parking

1. Faculty members are assigned reserved spaces for their use. Visitor spaces in front of the Administration Building are off-limits to students. All reserved areas are clearly marked. Student parking is restricted to the student parking area, in the clearly marked and approved spaces.
2. Students are not permitted to go to their vehicles during the school day. Any student who needs to go to the parking lot must give adequate reason and must receive a pass issued from the Dean of Discipline or other senior administrator.
3. Double parking is not permitted.
4. Students are not permitted to loiter in the Archbishop Hannan parking lots. Students should not come on campus outside of school hours, unless they are participating in a school sanctioned activity.
5. Parking without a permit, double parking, blocking fire lanes, parking on the grass or in reserved spaces, as well as other violations, will result in the possibility further disciplinary action and forfeiture of parking privileges on campus.

Parking Tags

The Archbishop Hannan parking lots are for the convenience of the Archbishop Hannan community and its guests. The parking lot is not to be used at anytime for non-school sponsored activities. Due to demand, parking permits generally will be granted to seniors first, then juniors, and then sophomores on a space available basis. Students must annually register their automobiles and obtain a parking sticker from the Dean of Discipline at a cost of $10.00.

EARLY CHECK OUT FROM SCHOOL

Students are not permitted to leave campus at any time during the school day without the expressed permission of the Dean of Discipline. Any unauthorized absence from the campus may subject the student to suspension.

Any student wishing to check out early must have a parent call the Attendance Office, **and** provide written documentation (email or fax) to the Dean of Discipline's Office **before** 7:55 A.M. The student will receive a "Permission to Leave School" slip with the designated departure time clearly noted. The student must present this slip to the teacher **before** class begins in order to let the teacher know that the students will leave that class early. The student is responsible for departing class at the correct time (The front office will not

interrupt class to page the student.) Before leaving campus, the student must present the “Permission to Leave School” slip to the Discipline Office, sign out, and await picked up, unless he or she is driving. If returning to school on the same day, the student must return the “Permission to Leave School” slip to the Receptionist and sign in.

If a student leaves campus for a medical or dental appointment, he or she must obtain the standard school "Notice of Appointment" card from the doctor and return it to the Discipline Office before being allowed to make up work missed during the absence.

A student who checks out early (and misses more than three classes) may not return to school or participate in any school-related activities for the remainder of the school day.

In the event of a family or medical emergency, the parent may contact the front office and provide written documentation authorizing the student’s early dismissal.

ELEVATORS

The use of the elevators is restricted and requires a special permit from the Dean of Discipline.

EMERGENCY CLOSING

Archbishop Hannan High School typically follows the lead of the Archdiocese of New Orleans and St. Tammany Parish Public Schools when deciding if and when to close school in connection with an emergency. An official announcement regarding an early dismissal or emergency closing will be made as soon as possible on the school’s website (www.hannanhigh.org) and through a text message to the parent© cell phone. Additionally, closings will be announced on WWL 870 AM radio, WWL-TV Channel 4, WDSU-TV Channel 6, WVUE-TV Channel 8 and WGNO-TV Channel 26.

FUNDRAISING ACTIVITIES

Tuition and fees do not cover the entire cost of educating a student. In order to offset these costs through means other than tuition, various fundraising activities may arise throughout the year. All members of the Archbishop Hannan High School community are encouraged to participate, contribute time and whatever resources are available to these events. The Student Activities Coordinator must approve **all** organization fundraising events in advance and must follow the school’s fundraising guidelines. Fundraising efforts for sports teams must receive approval from the Athletic Director **in advance** of the activity.

LATE ARRIVAL DAYS

Every first Tuesday of each month, the faculty will have their Professional Learning Committee (PLC) meetings from 7:45 to 8:45. Tardy bell for the first period on late arrival days will be at 9:00 AM. If students before 8:50 AM, they are to report immediately to the gym and wait there until the 8:50 bell rings for the first period.

LIBRARY/MEDIA CENTER

Hours of Operation

The Archbishop Hannan High School Library/Media Center is designed as a place of discovery, learning, meeting, and camaraderie. It is open from 7:30 AM until 4:00 PM each full school day. It closes one hour after dismissal during Exam Weeks and half-day schedules.

Services

- Assistance with research
- Books for checkout that cover a wide range of fiction and non-fiction interests
- Periodical section with daily/weekly/monthly publications
- Conference room, seating areas, multi-purpose room, open library area with table, individual study carrels, computer and printer access

Circulation

Students may check out up to four books at a time for a three-week period. Books may be renewed for a second three-week period if no other student has requested them. Overdue fines are $.05 per day up to a maximum of $5.00. If an item is lost or damaged, a student will be charged the replacement fee for the item.

Behavioral Expectations

Students in the library are expected to have a purpose and behave responsibly:

- Backpacks are not allowed. They must be placed in a designated area.
- Food, drinks, and gum are not allowed.
- Furniture must be treated with respect.
- Cell phone use is prohibited during school hours.

LOCKERS

Lockers are the property of Archbishop Hannan High School and are on loan to the students as "co-tenants" during the academic year. Lockers must be locked at all times. Books and personal belongings should not be left unattended around campus. Each student is assigned a locker and is required to use a school-issued lock. Students may visit their lockers before and after school, before and after lunch, and during the time between class periods only. Lockers are subject to search by the principal and other appropriate school personnel. Loss of the school-issued lock will result in a $15.00 replacement fee.

LOST AND FOUND

We encourage students to refrain from bringing or wearing valuable items. Although the school is not responsible for the loss of personal property or books, any property left unattended and found by students should be turned in to the Reception Desk. After a reasonable amount of time, items left in the Lost and Found will be donated to charity.

MEDICAL/HEALTH ISSUES

Emergency Contact Forms

Each student must return a completed and signed *Emergency Contact Form* at the beginning of each school year. This will be kept in the student's file with a copy in the Main Office.

Immunizations

Each student shall be fully immunized against diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenza type B, Poliomyelitis, Hepatitis B, and Chickenpox (Varicella) upon entering Archbishop Hannan High School.

Illness While at School

If a student begins to feel ill while at school, he/she should inform the teacher and request a pass to the Office. Office personnel will assess the situation and determine whether or not the student should return to class or go home. Parental or guardian consent must be obtained before allowing a student to go home for illness. A student with a fever will be required to go home. A student who goes home sick, missing more than half the school day, shall not participate in any school activities that day.

Physical Examinations

All athletes are required to have a physical exam every year prior to participating in athletics at Archbishop Hannan High School. LHSAA forms are the only ones that will be recognized. This must be turned in prior to the first day of practice along with the *Emergency Contact Form*.

Medications

All medications must be registered with the school and are dispensed from the Main Office only. Failure to follow this procedure is considered a violation of the school drug policy and the student may be subject to dismissal. All medications, prescription or over-the-counter, must be brought to the Main Office for storage in a locked medicine cabinet. All medications must be in their original containers that list the drug name, dose, frequency of administration, physician's name and student's name, accompanied by written parental consent.

Over-the-counter medications are dispensed only if the student has a signed parental consent form on file. In the event of a student's needing medication for a short duration, the medication is to be sent to the Main Office with a note from the parent giving specific instructions for administering. Unauthorized sale of, purchase of, irresponsible use of and/or distribution of prescription and/or over the counter medication is considered a violation of the school's drug policy.

No student may carry medications (prescription or over the counter) for self-administration with the exception of inhalers, Epi-pen, or diabetic medication/supplies. (A doctor's order must be on file with the Main Office and the medication must be kept in the student's possession at all times).

MEETING/CLUB ANNOUNCEMENTS
Club/class meetings must be approve~~d~~ in advanced and placed on the schedule by the Student Activities Director. All notices of club meetings, athletic and social events, are listed on the school calendar on the website. All announcements for Hawk Talk must be approved by the moderator or sponsor and submitted to Mr. Rodriguez before 8:00 a.m. on the day of the announcement. Announcements are made during homeroom period/lunch.

PHOTOGRAPHS
Archbishop Hannan High School reserves the right to photograph its students, faculty, and staff in connection with the activities of Archbishop Hannan High School and to reproduce such images to promote, publicize, or explain the school or its activities. This includes the right, without limitation, to post images to Archbishop Hannan High School's website and to publish such images in the student newspaper, alumni/ae magazine, and PR/promotional materials, such as marketing and admissions publications, advertisements, fundraising materials, and any other Archbishop Hannan-related publication. These images may appear in any of a wide variety of formats and media now available, or that may be available in the future, including but not limited to print, website, broadcast, videotape, CD-ROM and electronic/online media.

POSTING FLYERS/POSTERS
Posters, flyers or signs advertising school sponsored events or activities and special notices are posted on designated bulletin boards throughout the facility. The Student Activities Director must approve these items before they can be posted. Any items posted without approval will be discarded.

REQUESTS FROM LAW ENFORCEMENT OFFICIALS
Before a request to summon or question a student by law enforcement officials is honored, the school will contact and obtain permission from the student's parent/guardian.

SCHOOL-INITIATED WITHDRAWAL
A student may be subject to school-initiated withdrawal for any conduct, whether inside or outside of school, which is of such a nature as to jeopardize the good name of the school community, or which is detrimental to the common good, or harmful and offensive to members of the Archbishop Hannan community. More than anyone else, students create the school's reputation in the community. The school has the duty to protect that good reputation. Thus, any student who, in the judgment of the Administration, brings discredit to the school by actions either inside or outside of school may be denied the privilege of further attendance.

In situations that warrant withdrawal, the Principal will meet with the student and parents prior to the final decision. Any student who is required to withdraw from Archbishop Hannan is not allowed to be considered for return for a period of at least one year for any reason, and may not attend any school-sponsored activities (dances, prom, athletic events, etc.) during that time period.

STUDENT DRIVERS

The school intends to provide transportation for school-sponsored activities. On occasion, students are required to provide their own transportation to school-related activities. It is the responsibility of parents to determine what constitutes acceptable transportation for their child. The school assumes no liability for student drivers or other student-supplied transportation.

STUDENT PROPERTY

The school administration will obtain the student's consent to inspect his or her property on the campus or at any school-sponsored activity if the school administration, at their discretion, determines the inspection is necessary for the enforcement of the provisions of the handbook or for the protection, safety, and welfare of the school or the students. Refusal to permit such an inspection may be considered grounds for expulsion. In cases of impending danger to the community, the school reserves the right to inspect without consent.

WITHDRAWALS

Students transferring to another school from Archbishop Hannan must meet with the Registrar to begin the withdrawal process. These procedures include obtaining grades to date of leaving, obtaining signatures from the financial office, the Director of Technology and the Librarian (insuring all books and equipment are returned). A form for this process is available from the receptionist.

Archbishop Hannan High School will not forward records or transcripts until all materials belonging to the school are returned and all debts are settled including paying all tuition due up to the time of withdrawal.

SCHOOL DISCIPLINE AND SANCTIONS

To ensure the cooperation and order required for an atmosphere of learning, the school has established certain rules and regulations governing student behavior. All members of the Archbishop Hannan community (faculty, staff, parents, and students) are expected to contribute to this atmosphere. Students are expected to be honest and forthright when asked to be accountable for their actions. The Dean and Assistant Dean of Discipline deal with infractions of school rules of conduct, such as tardiness and misconduct outside the classroom. Each situation will be handled at their discretion in accordance with established rules, regulations and policies of Archbishop Hannan High School. Final interpretation and application of these regulations is the prerogative of the the Principal.

ALCOHOL AND DRUGS

Archbishop Hannan High School believes that part of our responsibility to help provide and maintain a safe and caring learning environment for our students is that it be drug free. As a proactive step to help insure that Archbishop Hannan remains as safe as possible an environment for every student, the school may occasionally conduct drug scans. Such scans may include the building (lockers, public areas, classrooms) as well as the premises (parking lot, vehicles, grounds). We wish to reinforce a positive message that illegal drugs are not welcome at our school and that we take seriously our responsibility to do our best to provide a secure and drug-free environment conducive to learning and to the development of healthful habits. We hope that all these actions bespeak a caring presence, and, of course, we steadily rely on the powerful influence of parents to communicate daily messages to their children to shape healthful living.

Alcohol and Drug Policy

Any student showing evidence of having consumed, or are in the possession of, drugs, and/or alcoholic beverages at any time while under the authority of the School is subject to dismissal.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on school premises, school vehicles, or at off-site, school-sponsored activities. Violators are subject to severe school discipline, including dismissal, and to the laws of the State of Louisiana. It is therefore necessary for parents/guardians, students, and faculty to have, along with the enunciation of the school's policy regarding alcohol and drugs (shown below), an official interpretation of that policy:

- *Showing Evidence of* - includes any behavior observed by an adult which might be indicative of the use of alcohol and/or drugs.
- *In the possession of* - includes participation in the use of, or being in the presence of the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, or elsewhere on campus.

- *Drugs* - includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.
- *While under the authority of the school*- means any time a student is on the school campus for whatever reason or in its immediate vicinity; and whenever he is attending, participating in, or being transported to or from a school sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered school sponsored functions.

The possession or use of alcohol or drugs of any type on school property or prior to any school-related activity will result in either indefinite suspension or expulsion. The distribution of alcohol or drugs of any type will result in immediate expulsion. Additionally, whenever the Administration learns that a student has or is using drugs, if the student is not expelled:

- The student will be required to undergo drug assessment from an agent outside the school, at the parent's expense, for which the school will help with referrals.
- The findings of an assessment will be reported to the school.
- In the event that parents fail to cooperate with these requirements, their child may be asked to withdraw from Archbishop Hannan High School.

Self-Referral Program

Archbishop Hannan High School's "Self Referral Program" is designed to allow students that are using illegal drugs, alcohol, and other controlled substances to refer themselves to the Administration for treatment without disciplinary action, and in confidence. The only exception to the above "without disciplinary action" clause will be for athletes subject to the LHSAA rules. In order to protect the athlete and the program, the student would suffer the mandatory ramifications required by the State.

In order to be considered a self-referral, the student must voluntarily identify himself/herself as a user prior to being identified through other means (direct observation, drug testing, police report etc.). Once the student identifies himself/herself, the parents will be notified and he/she will be referred to an agency for drug testing, counseling, and treatment at the parent's expense. The Guidance Department will monitor the student's progress throughout the program and communicate with the parents as necessary. The program will be up to six months in duration depending on the severity of the problem. During this time and after completion the student will be subject to random drug testing. A return to using during or after the rehabilitation program, or non-compliance with the program will result in disciplinary action in accordance with the school's current policy, and may result in dismissal.

Alcohol and Drug Testing

The Principal may require a student to be drug tested at any time if there is a concern that the student may be under the influence of alcohol or other drugs.

Drug testing may be performed using a Breathalyzer or by analyzing saliva, urine, blood, or hair. Urine, blood, and hair samples will be collected at an approved medical facility. Saliva and breath samples may be collected anywhere on campus.

- Failure to consent to testing, failure to show up for testing, or evidence of attempted adulteration may cause a test to be presumed positive.
- All costs associated with drug testing will be billed to the student's parent(s).
- Test results will be shared with the student, the student's parent(s), the student's adviser, and the counselor.

Results from drug tests performed by law enforcement officials or at medical facilities may also be shared with Archbishop Hannan High School administration, and, if positive, may subject the student to disciplinary action. However, any student who takes the responsibility to proactively seek help for his, her, or another's use of alcohol or other drugs will be supported in this effort, with a non-disciplinary response.

BEHAVIOR AT DANCES

The following rules will be in effect at all dances:

- The school has a right to conduct random breathalyzer tests at dances, upon admittance and at any time during the dance.
- Anyone found to be in possession of or under the influence of controlled substances will be removed from the dance immediately, required to be tested for controlled substances and/or take a breathalyzer test, and his/her parent will be called. In the event of illegal drugs, law enforcement may be notified. The student will meet with the Dean of Discipline the first school day after the dance and will be subject to any and all policies listed in the *Alcohol and Drug* section of this Handbook.
- All dance styles must comply with the standards of Archbishop Hannan High School that include modesty, self-respect, and safety. The school administration reserves the right to judge the appropriateness of any dancing style.
- Once a student has been admitted to a dance, he/she may only step out for fresh air. Students will not be allowed to go to their automobiles, lockers, or to the parking lots.
- School staff determines appropriate behavior. First warning may include temporary removal from the dance. If the unacceptable behavior continues, students will be removed from the dance and their parents may be notified.

BULLYING

As Catholic Christians, and in support of our mission, we believe that all persons are created in the image of God and have dignity and worth.

Additionally, federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student.

Archbishop Hannan High School does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational environment, or which creates an intimidating, offensive, or hostile educational environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Archbishop Hannan High School is committed to a zero tolerance approach, which means that any and all witnessed or reported and verified incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted (detention, suspension, expulsion) by the severity of the situation. Prohibited bullying and harassment are defined as, but are not limited to, the following behaviors:

Cyber-Bullying/Harassment: This type of bullying / harassment includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves:

- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- Posting information that could cause damage, danger, or disruption of the educational process;
- Making a personal attack, including prejudicial or discriminatory attacks;
- Posting false or defamatory information about a person;
- Using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology— such as a threatening message to another student or a violent web site—creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties.

Hazing/Harassment: Hazing refers to any activity expected of someone joining a group [club/team] (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Physical Bullying/Harassment: Physical bullying/harassment includes physical touching or contact (such as shoving, pushing, bumping hitting or slapping, tripping, poking, kicking, or scratching) assault, deliberate impeding

or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

Social/Relational Bullying/Harassment: This type of bullying/harassment is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through:

- Ignoring, isolating, excluding, or shunning;
- Participating in a pattern of behavior in which a student or a group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable or alienated;
- Spreading false and/or malicious rumors;
- Gossiping or revealing personal information;
- Embarrassing or publicly humiliating another.

Verbal Bullying/Harassment: This type of bullying/harassment includes, but is not limited to, the following, whether in oral or written form:

- Making derogatory comments, jokes, slurs, off-color language, or innuendoes;
- Using belligerent or threatening words towards another student or employee;
- Name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

Visual Bullying/Harassment: Visual bullying/harassment includes derogatory, inflammatory, or demeaning posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

CAMPUS AND BUILDINGS

The school strives to provide students and parents with a clean and aesthetically pleasing campus environment. Every member of the Archbishop Hannan community is asked to assist by keeping the campus clean and free of litter. A student who defaces, marks, or damages school property will be subject to disciplinary action. The Student Activities Coordinator must approve all signs, notices, or posters before posting in the appropriate areas.

Students are allowed in the cafeteria, classrooms, offices, library, and gymnasium only in the presence of a staff member. If a teacher or substitute is not present for schedule class, students should remain in the class area while one student reports the situation to the receptionist. During school hours students should not loiter or study in the corridors or stairwell hallways.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones/electronic devices are to be turned off and stored in a locker, not in a backpack, purse, or pocket during school hours from 8:00 AM until 3:15 PM.

During the lunch period, students may text and check messages from their phones at their lockers only.

Policy Violation Consequences

- **1st Offense**: The electronic device will be confiscated by the staff and turned into the office. The student will be allowed to pick up the item after 3:15 P.M. on the following day and pay a $25.00 fine. A parent or guardian will be notified.
- **2nd Offense**: The electronic device will be confiscated by the staff and turned into the office. The student will be allowed to pick up the item after 7 days and paying a $50.00 fine. A parent or guardian will be notified.
- **3rd Offense**: The electronic device will be confiscated by the staff and turned into the office. The parent or guardian will be required to pick up the item after a period of one month and paying a $75.00 fine.
- **4th Offense**: For the fourth and all subsequent offenses, the electronic device will be confiscated by the staff and turned into the office. The parent or guardian will be required to pick up the item(s) at the conclusion of school on the last day of instruction for that semester after paying a $125.00 fine for each held item.

CLASSROOM BEHAVIOR

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with regulations or disciplinary measures the teacher may impose as long as they are in concert with the mission of the school. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher in the presence of other students in the class is at variance with the Hannan Way and the conduct expected of an Archbishop Hannan student.

In the event a student is asked to leave a classroom, he or she is to report to the Dean of Discipline's office immediately; he or she is not to make any stops along the way and will remain in the Dean's office until the matter has been addressed.

CONTINUOUS DISREGARD FOR NORMS OF CONDUCT

Continuous misbehavior is repeated chronic defiance of authority (excluding tardiness or absenteeism) or repeated misbehavior that endangers the health and safety of school employees or students. Continuous misbehavior may result in a Saturday School, in school suspension, disciplinary probation, or dismissal from school.

DISCIPLINE BOARD

On occasion, the Discipline Board may be convened to assist in the determination of penalties or sanctions against a student involved in serious misconduct. The Discipline Board consists of members of the school faculty. The Assistant Principal for Student Affairs presents the facts of the case to the Board and their deliberations take place in closed session.

The deliberations of the Discipline Board are advisory only and constitute recommendations to the Principal for consideration and ultimate action in the particular case.

DISCIPLINARY REVIEW

Students who fail to meet the behavioral expectations of Archbishop Hannan High School will have their behavior reviewed during each semester. Chronic misbehavior, even minor incidents, may lead to major consequences. Any student who receives a substantial number of detentions, Saturday Schools or a suspension may be placed on disciplinary probation and/or dismissed from the school. If the decision is made for disciplinary probation and/or exiting the school, the parents or guardian, student, and the Principal will meet, review the situation, and the consequences and the school will provide written documentation of the consequence. The school reserves the right to withdraw any offer of re-enrollment.

DISRESPECT

Disrespect, insubordination or insolence in word, act or attitude toward any member of the Archbishop Hannan High School community or its guests (via person, text, or email) will be dealt with according to the gravity of the situation.

ELECTRONIC DEVICES

The use of personal electronic devices is not permitted during the academic day. Electronic devices are defined as laser pointers, cell phones, iPhones, personal laptops, personal iPads, beepers, radios, cassettes, mp3, or disc players during school hours. Confiscated items will be given to the Dean of Discipline and a fee (see Cell Phone policy above) will be charged for the return of the item.

EXCESSIVE DETENTIONS

Discipline is an opportunity to teach students responsibility and respect for others. Archbishop Hannan's goal is to set standards that help students realize their choices have consequences. An accumulation of detentions indicates an unwillingness to embrace the mission of Archbishop Hannan High School. The school's expectation is that the following guidelines will help students strive towards personal responsibility for his or her actions.

- **Eight detentions or two major violations in one year**: Meeting with Dean of Discipline and telephone call with parents/guardians.
- **Twelve detentions or three major violations in one year**: Students and parents/guardians meet with Dean of Discipline, student receives an in-house suspension and student is placed on Disciplinary Probation.
- **Sixteen detentions or four major violations in one year**: The student, parents/guardians meet with the Principal to determine whether or not the student will remain at Archbishop Hannan High

School. If not expelled, the student will undergo Disciplinary Review (see below) at the end of the academic year.

FIGHTING
Fighting in the school building or on school grounds may result in immediate suspension, disciplinary probation, or possible dismissal.

FOOD AND DRINK
During the school day, lunches are to remain in the hall lockers until just before the lunch periods. Food and beverages may be consumed only in the Cafeteria or designated area. Food and beverages are not allowed outside the Cafeteria area during the school day, unless attending an approved meeting. Water or soft drinks are not allowed in the classroom during the academic day. Students required to have water with them due to a medical reason, must have a doctor's note on file in the school office.

GAMBLING
Gambling of any form is not permitted and may result in Saturday School, disciplinary probation, or suspension.

HARASSMENT
Harassment of a student will not be tolerated. This includes harassment by students, faculty, staff, and/or other school-related personnel. Harassment includes menacing or threatening behavior (verbal, physical, or online), or unwelcome sexual advances. This includes slander and other behaviors or words that vilify the character of another.

Any student who feels that he or she is a victim of harassment by any student, faculty or staff member, or any other school-related personnel, has the right and responsibility to bring the matter to the immediate attention of either the Principal, Assistant Principal, or the Dean of Discipline. If that would prove to be impractical or uncomfortable, a student may directly contact the following: a member of the Counseling Staff, a faculty member, or another member of the school administration. Every effort will be made to investigate promptly all allegations of harassment in as confidential a manner as possible and to take appropriate corrective action as warranted.

Any student or employee who is determined, after investigation, to have engaged in harassment in violation of this policy will be subject to immediate and appropriate disciplinary action, up to and including withdrawal from the school. (See section entitled "Bullying" for additional information)

HONOR CODE
Archbishop Hannan High School is a community based on faith, honesty, integrity, character, the pursuit of excellence, and responsibility. We call this approach to life The Hannan Way, and it defines every aspect of a student's life. The Hannan Way places great emphasis upon personal integrity, an essential ingredient of one's moral development, character, and faith. The Archbishop Hannan Honor Code challenges students to represent themselves

truthfully, doing their own work, and claiming for themselves only that which is truly theirs.

Archbishop Hannan High School Honor Code
"As a member of the Archbishop Hannan community, I will show respect; I will not lie, cheat, steal, or violate the honor code. I will uphold the Archbishop Hannan Honor code by my actions within my own work, in the classroom, and outside of school."

Common Violations of the Honor Code

- **Cheating**: Using or possessing unauthorized materials, information, or study sheets for any quiz, test, exam, or assignment; copying from another student's quiz, test, exam, or assignment; submitting work for an in-class examination that has been prepared in advance or project/homework that has been submitted before by a former student; representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both instructors; violating any rules relating to the administration of exams; reporting the questions or sharing the essence of questions from exams given in one class to those persons in a subsequent class who will take the same exam; talking to a fellow student during a quiz or exam; participating in unauthorized collaboration on assignments or projects and claiming the work as his or her own.
- **Lying:** Lying occurs when a student provides information he or she knows to be untruthful to a member of the faculty or other school authority at any time.
- **Stealing:** The taking of another person's property or work, whether it is in a locked or secured location or not, without the owner's prior permission.
- **Plagiarism**: Intentionally representing the words, ideas, or sequence of ideas of another as one's own in any academic exercise or research; failure to attribute properly to its source any of the following: quotations, paraphrases, or borrowed information.

  All students learn the proper use of documentation in their English classes. Students are responsible for discussing questions regarding proper documentation with the teacher and/or refer to pgs. 273 – 307 of their *Writers Inc* writing handbook before submitting assignments, papers, and projects in all classes.

Commitment to the Honor Code
In order to affirm the commitment to honesty throughout the year, students will be asked to write the words "I abide by the Honor Code," followed by their signature on all major tests, quizzes, or assignments. By doing so, the student is attesting that he or she has neither given nor received unauthorized assistance on the assignment, and is unaware of any unauthorized assistance given or received to others.

While all Archbishop Hannan students are held to high standards of integrity, those who are elected to leadership positions are called to the highest demonstration of honesty. To this end, no student found guilty of an Honor Code violation during the current year may run for Student Council, Honor Council, National Honor Society, or Student Ambassadors. Also, any member of these organizations who is found guilty of violating the Honor Code is subject to removal from that group.

Reaffirmation

At the beginning of every school year, each student is asked to sign the Honor Code as an external commitment to the Archbishop Hannan High School Honor Code.

HONOR COUNCIL

Archbishop Hannan High School Honor Council is an important collaboration between students and adults, created to support the goals of the Honor Code. The Honor Council will consist of two appointed faculty members, two members of the Senior class, one member of the Junior Class, and the Student Council President. Once elected to the Honor Council, the students will remain a member of the council for his or her entire school career, unless they choose to step down, or they are found in violation of the Honor Code. When a vacancy occurs, the selection process will be followed as normal.

Role of the Honor Council

The role of Honor Council is as follows:

- Educate the Archbishop Hannan community about the Honor Code and Honor Council proceedings;
- Assist the Principal in determining the culpability of students sent before the Honor Council for violation of the Honor Code;
- Provide feedback about the Honor Code;
- Provide a student voice to the Principal in determining disciplinary sanction for violations of the Honor Code;
- Promote honor among Archbishop Hannan High School students.

Confidentiality

All Honor Council cases are kept in the strictest confidence. The Honor Council keeps all information pertaining to a case confidential, including testimony from witnesses.

Procedure

The Honor Council will convene to meet with a student(s) after the second violation of cheating, plagiarism, lying or stealing, or at the request of the Principal for grave Honor Code violations. However, depending on the merits of a situation, the Principal may choose to forgo use of the Honor Council and address a violation directly.

The Honor Council calls the student in question to meet and discuss the incident. The student's assigned Counselor serves as an advocate for the student and apprises him or her of the case in question. During the interview, the advocate assists the student with explaining his or her point of view.

After hearing the student, the Honor Council deliberates and weighs the accusation and the evidence. After reaching a decision, the Honor Council will return all evidence and paperwork to the Academic Dean and give its recommendation to the Principal. The Honor Council's recommendation is always advisory and does not bind the Principal in any manner. Taking the Honor Council's findings and recommendation into account, the Principal or designee will make the final determination and sanction.

If a student is found to be in violation of the Honor Code, the Principal or designee will contact the student's parents and schedule a conference with the parents and the student to discuss the incident.

Please note: Honor Code violations are a part of a student's internal discipline file only. Honor Code violations **are not** a part of any student's transcript for college or permanent record.

IDENTIFICATION CARDS

Student Identification Cards are a safety feature designed to provide an awareness of who is present on campus at all times and provide students access to buildings throughout the campus. Students are **required** to wear their identification cards during the school day. Lanyards and clips will be provided to students when they receive their cards at the beginning of the school year. If a student loses his or her card, they must report this to the Registrar immediately in order to receive a replacement. Because these cards contain an RFD chip, there is a $10.00 replacement cost for each lost card. Failure to wear the identification card daily will result in disciplinary action.

LOCKERS

A locker and lock are assigned to each student for securely storing books and personal articles. It is especially important for laptops to be stored in lockers when not in use. A student must use only the locker and lock assigned to him or her. The locker must remain locked when not in use. A replacement fee must be paid in the Business Office for any lost locks. Students are to write their names on all their possessions and to take responsibility for their safekeeping. PE lockers are assigned as needed.

All lockers and school-provided locks are school property; therefore, Archbishop Hannan High School reserves the right to open lockers when necessary. Students may not put stickers or marks on their lockers. Students will be billed for repair of damage on the inside or outside of the locker and may be subject to disciplinary action.

LOITERING

School hours are from 7:15 a.m. to 4:30 p.m. during the academic year. Unless participating in school related events, students should not be on the campus outside of these hours unless engaged in supervised, school-sponsored activities. *Parents are responsible for ensuring that their students are not left on campus outside of the hours indicated above.*

MAJOR RULE VIOLATIONS

A student who receives a major violation will be required to serve attend Saturday School or receive a suspension from school. Because the following actions demonstrate a lack of respect for others and may result in damage to school, personal property, injury to other students or to the student, they are considered Major Violations. The following is offered by way of example and the listing is by no means all-inclusive.

- Insubordination and/or insolence, e.g.
- Failure to report to detention
- Excessive tardiness to school; truancy
- Vandalism
- Changing the assigned password or User Profile on a student's school-administered iPad
- Profanity
- Gambling
- Theft or extortion
- Unexcused absence from detention
- Instigating or participating in fights
- Smoking, using, or possessing tobacco products
- Flagrant or persistent violations of the dress or hair code
- Harassment of any nature, whether sexual, racial, religious
- Possessing pornographic materials
- Persistent violation of school regulations
- Any conduct detrimental to the image or reputation of Archbishop Hannan High School
- Use of mind-altering substances on campus or at school functions
- Inappropriate Internet use including but not limited to threatening emails and inappropriate pictures and postings (social media, emails etc).

OFF CAMPUS BEHAVIOR

Student behavior is a direct reflection on Archbishop Hannan High School; therefore, students will be judged by their conduct at all times, both on and off campus. The school reserves the right to discipline a student for any conduct that reflects adversely on the principles and mission of the Catholic Church and Archbishop Hannan High School. The Principal is the final arbiter of all decisions.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (PDA) are the inappropriate physical demonstration of affection for another person and are not permitted on campus, at school sponsored events or trips.

PRESCRIPTION DRUGS

Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event is illegal. Having or taking prescription or over-the-counter drugs at school other than as

provided by the Health Services policy is prohibited. Violation of this policy may result in a Saturday School, suspension, disciplinary probation, or dismissal from school.

SANCTIONS (DISCIPLINARY)

Refusal or failure to follow all assigned consequences is seen as a serious breach in following the outlined system that provides for the safety and security of the entire student body. The sanctions listed below are provided as a guideline. In determining the appropriate sanction, the Dean of Discipline will look at a variety of factors and decide to utilize the sanctions in any combination deemed appropriate.

- **Warning:** Ordinarily, for a first offense, the student is asked to stop the offending behavior and warned of possible consequences for future transgressions.

- **Teacher Sanctions**: Teachers are instructed and authorized to assign a consequence for inappropriate student behavior. This consequence can be in the form of detaining the student before school, during lunch period or other methods decided by the teacher. A student who does not perform the consequence to the satisfaction of the teacher will be referred to the Dean of Discipline via a conduct referral and may be subject to further disciplinary action.

- **Before School Detention (BSD):** A student will be assigned a BSD in cases of minor infractions. BSD will take place on Tuesday and Thursday mornings from 7:00 to 7:50. BSD must be served the next detention day and takes priority over any other activities. Missing a BSD, and/or failure to return a signed copy of the Disciplinary Referral Slip will result in an additional BSD. A student who misses detention more than once may be assigned Saturday School.

- **Saturday School:** Saturday School is held on predetermined Saturdays. There is a $30.00 fee for Saturday School. Attendance is mandatory, students must arrive on time and in accordance with the dress code prescribed. Students who do not attend their session without prior approval, or do not pay the fee in advance will be suspended from school.

- **Suspension:** A student receiving an "In-School Suspension" (ISS), or an "Out of School Suspension" (OSS) is responsible for completing all missed tests and assignments. The student is required to submit all completed work to his/her teachers upon return to school. The teacher's classroom policies related to submitting assignments after an unexcused absence will apply.

  The school reserves the right to require additional work and/or service to Archbishop Hannan High School and surrounding community during a student's period of ISS or OSS. At the end of

the suspension, students may not participate and/or compete in any school activity during class time until all assigned/missing work d has been completed to the teacher's satisfaction.

- **Disciplinary Probation:** Typically incurred as a result of suspension, frequent repetition of the same offense, or for a serious infraction of the school's rules, students are placed on probation and assigned terms of their probation by the Dean of Discipline. Violation of the terms of probation is regarded as extremely serious and may be cause for dismissal. The status of all students on probation will be reviewed every semester. A parent/guardian will be notified. Each June decisions will be made on whether these students will be allowed to return to Archbishop Hannan High School in August.

- **Dismissal:** Dismissal, or expulsion, is determined solely by the Principal, and results in a student's forced or voluntarily withdrawal from Archbishop Hannan High School. The tuition, fees, deposits, costs for textbooks and uniforms are not refundable.

SEARCHES

The school administration has the right to conduct a search of a student and the physical plant and grounds of the school. This includes lockers, book bags, cellular telephones and personal technology devices, and automobiles on or off campus. A search of a student's person would occur with a same-sex supervisor and a same-sex witness whenever possible.

The administration reserves the right to search any student's locker without notice when the general good of the school community is in question and/or at the discretion of the Deans of Discipline or the Principal.

Archbishop Hannan High School reserves the right to utilize State and Federal drug detection dogs to further protect the school community. Led by officers, these dogs perform random searches of the school per arrangements made directly with the School administration. Many other Catholic high schools in the Archdiocese utilize this service and is done to help promote and ensure a healthy and safe environment for every student.

SKIP DAYS

The school does not sanction student "Skip" days. Any student who participates in a skip day will be subject to suspension.

SOCIAL MEDIA POLICY

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions must remember that their posts reflect on the entire Archbishop Hannan High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not, under any circumstances, create digital video recordings of Archbishop Hannan community members either on campus or at off-campus events for online publication or distribution without the participant's written consent and approval from a faculty member.
- Students may not use social media sites (Facebook, Twitter, Instagram, SnapChat, etc.) to publish disparaging or harassing remarks about Archbishop Hannan community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school. Failure to abide by this Policy may result in disciplinary action as described in the Student Handbook, or as determined by the Administration.
- Faculty and staff are not permitted to contact students using electronic means other than the school email account. Students are asked not to engage ("friend") or attempt to communicate with faculty, staff, or coaches to "friend" using social media sites.

SMOKING/TOBACCO

Archbishop Hannan High School is a smoke-free campus. Smoking is forbidden anywhere on school property or during a school function. Students are not permitted to have any tobacco products (smoking or chewing), matches, or lighters on their person or in their lockers/vehicles. Violation of this policy may result in a Saturday School, disciplinary probation, or suspension.

TARDINESS

Any student arriving late for school must report to the Front Office. Students are required to present a note, written and signed by a parent/guardian, giving a reason for their late arrival. Students not presenting a note may receive a detention.

Students are recorded as tardy when they enter a class after the bell signaling the start of class has rung. Tardies to classes **other than** the first class of the day will be handled at the discretion of each teacher. However, students that are chronically tardy to class will be reported to the Dean of Discipline. Parents will be notified as a student's attendance is a concern. Excessive tardies will result in the following consequences:

- 0 – 3 Tardies: No action
- After 3 Tardies: Detention for each subsequent tardy

There is **no** distinction between excused and unexcused tardies. Official verification of extenuating circumstances may be reviewed by the Dean of Discipline with regards to the total number of tardies recorded for a student.

THEFT
Stealing is a serious offense. Violation of this policy may result in an after school detention, Saturday School, suspension, disciplinary probation or dismissal from school.

VANDALISM
Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. Serious incidents will result in dismissal. The student(s) involved ultimately bear(s) all financial responsibility resulting from the vandalism. Vandalism involves damaging property owned by others and/or damaging, destroying or defacing school property including but not limited to locker, laptops, furniture, and other equipment with graffiti or by other means. Violation of this policy may result in an after school detention, Saturday School, suspension, disciplinary probation, or dismissal from school.

WEAPONS
Weapons, defined as any instrument used to damage life or property, are prohibited at Archbishop Hannan High School. A weapon may include, but is not limited to guns, knives, or clubs of any type - mace, ammunition, matches, lighters, firecrackers, fireworks, or any other pyrotechnic device. Violation of this policy may result in suspension, disciplinary probation, or dismissal from school.

INFORMATION TECHNOLOGY

Archbishop Hannan High School strongly believes that appropriate use of technology is an integral part of education. Archbishop Hannan High School is a wireless campus, providing our students with a vast collection of resources and learning opportunities throughout the school. The use of the Internet is a privilege, and with this privilege comes responsibility. Archbishop Hannan High School holds students responsible for any unacceptable use of the network. Specific guidelines and responsibilities for use of the network and computer equipment are outlined in the *Acceptable Use Policy Agreement* (AUP) and the *iPad Handbook* (Both available for download from the school web site). Students and Parents/Guardians must sign and return this agreement before the student is allowed access to the network. Violations of these policies have serious ramifications. Students are advised to read the agreement carefully and abide by its use guidelines.

EMAIL

Each Archbishop Hannan student is assigned a school email address ending with @hannanhawks.org. **Students are expected to check their email accounts throughout the day, on a daily basis.** Important information from teachers and the school will be sent to this address. The student will be held accountable for any information sent to that email, whether they chose to read it, or not. The school email address **must** be used for all school-related and academic purposes, and will only receive emails from Archbishop Hannan-related sites. It may not be used to propagate inappropriate material

EXPECTATIONS

The following expectations for utilizing technology (all computers, laptops, iPads and other tablet devices) address the majority of issues. However, they are **not** all inclusive. Specific guidelines and responsibilities for use of the network and computer equipment are outlined in the *Acceptable Use Policy Agreement* and the *iPad Handbook*.

1. Students are responsible for updating iPad apps on a periodic basis as instructed by the Technology Department. Student who fail to update their iPad risk losing use of the iPad or other disciplinary sanctions.
2. Student access to networked computers or iPads is required for completion of coursework at Archbishop Hannan. Accordingly, student use of networked computers and iPads conforms to standards expected in use of other school resources. The use of school computers is a privilege, not a right. If abused, it may be rescinded.
3. Students should not access or transmit inappropriate material in any form or manner. Inappropriate material includes, but is not limited to offensive or sexually explicit material (whether text, image, or lyric based), or material accessed in violation of Copyright laws.
4. Students are prohibited from bringing personal laptops or iPads to school.
5. Students shall not use the Internet for dissemination or publication of any material which jeopardizes the good name of the school, which is

detrimental to the common good, or which is harmful or offensive to members of the school community. This includes the posting of inappropriate material on any blog, chat room, or website, and may result in disciplinary action.

6. Each student is given access to a cloud-based folder on Google Drive or Dropbox. Students are responsible for making sure that this folder does not include any materials that are inappropriate, illegal, or incongruent with the policies outlined in the Mission Statement and Philosophy of the school.
7. All contents on the student iPad will be deleted on June1st of each year. Students are responsible for saving information that they do not wish to be deleted to their iCloud or Dropbox account.
8. Each student is assigned a unique username and account to be used for accessing the Archbishop Hannan computer network. The student is responsible for maintaining the security of the password associated with that account. The student may **not** change the password to that account. Allowing the use of that password by others is a serious violation of the Acceptable Use Policy and may be subject to disciplinary action. In addition, students may be held responsible for any actions committed using the account assigned to them.
9. Students shall not attempt to modify or remove any hardware or software on school computers. This includes, but is not limited to, printers, desktop settings, or iPad User Profiles.
10. Access to all social networks such as Facebook, Twitter, etc has been blocked from the school network. Both students and parents are strongly encouraged to educate themselves about potential dangers inherent in the use of these sites.
11. Students shall not attempt to access restricted resources, while at school or at home, through any school-issued technology.
12. Student use of computers and iPads at Archbishop Hannan is restricted by the use of security measures, which include group policies and a firewall. Any attempt by students to bypass these restrictions will be considered a serious violation of the school's Acceptable Use Policy and may be subject to disciplinary action, including suspension or expulsion.
13. Local computer hard drives are not to be used for saving personal files.
14. Printers may be used only for school-related materials, except with expressed permission of a member of the faculty or staff.
15. Student access to computers and the Internet is limited to classroom laptops and desktops, the Library, the Computer Lab. All other access must be with direct and immediate faculty approval and supervision.
16. Archbishop Hannan student internet access is not intended for commercial purposes.
17. Any on-campus use of technology, including personal cell phones, laptops, or other such devices, in a manner contrary to the Archbishop Hannan/Archdiocese of New Orleans Acceptable Use Policy may result in severe disciplinary action. The student's consent to inspect hard drives of personal laptops, iPads and other personal

devices being used on the campus or at any school- sponsored activity will be obtained if the school administration, at their discretion, determines the inspection is necessary for the enforcement of the provisions of the handbook or for the protection, safety, and welfare of the school or the students. Refusal to permit such an inspection could be considered grounds for expulsion. In cases of impending danger to the community, the school reserves the right to inspect without consent.

18. Violation of these policies is considered a major school offense and may result in Saturday School, suspension, or expulsion.
19. Students with repeated and/or multiple IT or AUP violations are subject to disciplinary consequences including, but not limited to, the suspension of iPad privileges.

HELP DESK

The Technology Department Help Desk provides students and faculty with assistance using their iPads and school-issued laptops. The Help Desk is located on the first floor in the IT Department Office (opposite room 102). The help Desk is open from 7:30 A.M. until 3:45 P.M., Monday through Friday. Feel free to email your questions to technology@hannanhigh.org.

IPADS

Providing students with an individual iPad in a 1-to-1 environment creates an opportunity to enhance the learning experience and advance our school's mission. Issued iPads remain the property of Archbishop Hannan High School.

Cases

All iPads must be kept in a protective case at all times. In the event the iPad is damaged beyond repair, the student will be charged for all replacement cost.

Damaged iPads

Students must immediately bring their damaged iPad (this includes cracked or chipped screens, broken buttons, etc) to the Technology Office for repair. The student is responsible for all repair costs.

iPad Passwords and User Profiles

Students may not change their assigned iPad password or alter/replace their user profile on their iPad. Students may not share their iPad password with other students. They are responsible for the removal or alteration of their password or user profile by any other student.

ATHLETICS

Archbishop Hannan High School has a full interscholastic athletic program. The School is dedicated to excellence in athletics but will not compromise academic standards should they prove to be in conflict with athletics.

ATHLETIC CODE OF CONDUCT

Participating in Archbishop Hannan athletics is a student choice and thereby a privilege, one that along with being a great honor, carries with it responsibilities. The following are expected of an Archbishop Hannan Athlete:

- Hannan athletes will be intense competitors on the field or court, but are expected to conduct themselves as ladies and gentlemen at all times and strive to model their behavior after the principles of the Hannan Way.
- Hannan athletes are to display positive leadership at all times in our school and around the community.
- Hannan athletes are to strive for the highest in moral and spiritual values.
- Hannan athletes obey all team rules and regulations.
- When traveling to compete against other schools, Hannan athletes will represent themselves and their teams in a manner that reflects the Hannan Way, Hannan values and ideals.
- Hannan athletes do not use tobacco of any kind.
- Hannan athletes do not drink any kind of alcoholic beverages.
- Hannan athletes do not use illegal drugs (marijuana, narcotics, steroids, etc.).
- Hannan athletes recognize that they must demonstrate intellectual competence and otherwise model the Hannan Way as a pre-requisite to athletic competition.

As an Archbishop Hannan athlete, our young men and women have an image to reflect: one of positive leadership, character, responsibility, competitive spirit, and integrity.

*If a violation occurs out of season, the athlete must complete 20 hours of community service (or an amount as designated by the athletic director at his discretion in addition to the student's normal school requirement) at Archbishop Hannan or an agency related to his violation as approved by the athletic director. It will be the student/athlete's responsibility to suggest the appropriate agency to the athletic director after consultation with his or her coach and grade level counselor. As an alternative, the student/athlete may choose the same consequence as if he violated the Code of Conduct "in season."

**A student-athlete coming forward for assistance for a possible problem with any drug or alcohol use (before a reported incident) will not be in violation of these policies and will face lesser penalties.

ATHLETICS CODE OF ETHICS

Participants are expected to display the following behaviors:

- Play hard within the rules of the game,
- Win with humility, lose graciously,
- Respect opponent and officials,
- Respect all property and athletic facilities,
- Be positive and supportive of teammates and coaches.

Coaches are expected to do the following:

- Serve as positive role models for their players,
- Hold players accountable for good sportsmanship,
- Act in a professional manner at all times.

Parents/Guardians are expected to demonstrate the following:

- Treat officials, opposing cheerleaders, players, coaches, and fans with respect and courtesy,
- Serve as good ambassadors for our school,
- Respect the instruction and coaching decisions of our coaches.

ATHLETIC - COMMUNICATION POLICY

As a college preparatory school one of our primary goals is to prepare our students not only for academic success, but success in life. Learning how to communicate and resolve conflicts appropriately are integral skills we strive to teach our students. Students model the behavior of those around them especially parents/guardians, teachers, coaches, as well as their peers. As a result, we feel it is incumbent upon us to set clear expectations for communications and model appropriate communication for students. Parents/guardians who engage in behavior that, in the opinion of the administration, creates an unhealthy environment for the students or the team may be subject to sanction, including but not limited to removal of their child from the team.

Expectations

Both parenting and coaching are extremely difficult vocations. Parents and coaches are two of the most important and significant role models in a student-athlete's life. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our athletes. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. The guidelines listed below are intended to clarify school expectations for this vital relationship.

Communications you should expect from your child's coach:

- Philosophy of the coach.
- Expectation the coach has for your child.
- Location and times of all practices and games.
- Team requirements, i.e., practices, special equipment, out of season training.

- Procedures to follow should your child be injured during participation.
- Discipline that may result in the denial of your child's participation.

Communications that coaches expect from athletes or parents

- Concerns expressed directly to the coach.
- Specific concerns with regard to a coach's philosophy and / or expectations.
- Notification of any illness or injury or missed practices.

Appropriate concerns to discuss with a coach

- Mental/physical treatment of the athlete.
- Ways to help the athlete improve his or her performance.
- Concerns regarding the athlete's behavior.

Issues Not Appropriate to Discuss with a Coach

It is difficult, at times, to accept that your student-athlete is not playing as much as you or your child may desire. However, our coaches are professionals. They have been hired by Archbishop Hannan High School to make decisions based on what they believe to be the best for their entire program and for student-athletes involved. As you have seen from the above list, certain things can and should be discussed with your child's coach. However, other issues, such as those listed below, must be left to the discretion of the coach and staff.

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.
- Other parents.
- Gossip/Innuendo.

Communication Chain (Who to Contact)

After following the guidelines set forth on coach communication, if direct discussion with an athlete's coaching staff is required, the following procedures should be followed:

- Contact the coach directly to set up a personal and private appointment.
- If the coach cannot be contacted, contact the Athletic Director to set the appointment.
- A professional and private meeting by appointment is the process and policy that Archbishop Hannan will support for resolution to a parent's valid concerns. It is not appropriate to confront a coach before or after a practice, a contest, or a team function.
- The meeting with the coach will be documented and a copy of the information raised at the session will be forwarded to the Athletic Director.
- If the meeting with the coaching staff does not provide a satisfactory resolution to the issue, make contact with the Athletic Director to set up a second appointment on the matter. At this meeting, appropriate

next steps will be discussed and some type of resolution will be determined.

- While e-mail has become an effective way to initiate contact, it is not the best way to resolve conflicts. Accordingly, e-mailing coaches to communicate issues and concerns in order to schedule an appointment are encouraged and appropriate. However, e-mail will not be used as a substitute for in-person communication.

ATHLETIC RULES AND RESPONSIBILITIES

These rules apply to all athletes during each of their athletic seasons. Being an athlete at Archbishop Hannan is a commitment that goes beyond the formal season. This includes all year round conditioning programs mandated by the coaching staffs. Violations may result in the school imposing serious consequences. It is imperative that all students taking part in athletics understand the following responsibilities and rules and that the coaches of that athletic program.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

Athletes with a G.P.A below 1.75 or with one F, or at the discretion of the Assistant Principal will be placed on Academic Warning status. Students on Academic Warning may participate on an athletic team or in any other major co-curricular activity. However, if the student's grades do not improve by the midterm of the subsequent academic quarter to 1.75 GPA or above with no F's, he or she will not be allowed to continue participating in athletics until his or her grades have improved enough to be removed from Academic Warning.

Students with a "D" or and "F" at the time of the Quarter Grades may not be excused from class(es) for those subject(s) in order to participate in any athletic event or activity.

Athletes whose quarter GPA falls below 1.75 or who have 2 or more F's are automatically placed on Academic Probation. If the student's grades do not improve by midterm of the subsequent academic quarter to 1.75 GPA with no more than 2 F's, he or she will not be allowed to continue participation in the extracurricular program until his or her grades have improved enough to be removed from Academic Probation.

ATHLETIC PROGRAMS

Archbishop Hannan High School offers students the opportunity to participate in the following team sports:

Boys	**Girls**
Football	Volleyball
Cross-Country	Cross-Country
Basketball	Basketball
Powerlifting	Powerlifting
Track	Track
Golf	Golf
Baseball	Softball

Soccer	Soccer
Tennis	Tennis
Swim	Swim
Bowling	Cheer
Wrestling (club)	Dance Team

The school administration reserves the right to add other team sports during the course of the school year. For a new sport to be added the sport must be feasible for the school and students must demonstrate strong interest in beginning a new program.

ATHLETIC MISSION STATEMENT

All Archbishop Hannan High School student athletes will successfully address their emotional, physical, and spiritual needs through an athletic program, which develops an appreciation for integrity, teamwork, respect and responsibility, self-discipline, competitiveness, work ethic, and sportsmanship.

ATHLETIC POLICIES

- Sport programs at Archbishop Hannan High School are based on the policies of the L.H.S.A.A. and those provided by the School's Administration.
- Each sports program will develop and communicate its own policy regarding participation. This policy will include conduct, game day dress, sportsmanship, etc.
- If an issue concerning a sports policy cannot be resolved between a parent, athlete and coach, they should contact the Athletic Director. If the issue remains unresolved, the Principal will be available to decide the issue.
- In-season sports will always have priority in the use of athletic facilities. The Athletic Director will determine unresolved issues between sports programs.
- Each coach will see that the school's facilities are cared for and respected by their athletes.
- Students who separate from one sport after the second week of the season may not participate in another sport until the beginning of the next athletic season.
- Any student ejected from a contest shall meet with the Coach and the Athletic Director to determine the circumstances surrounding the ejection and possible sanctions.
- Any student suspended from school shall not practice or participate in any sport until that student is allowed to return to school.
- A student absent or dismissed early on the day of practice or an athletic event will not be allowed to participate in that event. School authorized activities, doctor appointments, and funerals are exempt from this policy.

ATHLETIC LETTERING POLICY

- All students earning a letter for the first time in a particular sport will receive a school Letter Award. Students must letter twice in the same sport in order to receive a letterman jacket or sweater.
- All returning seniors will letter and are eligible for a letterman jacket; however, all first-year seniors must meet normal lettering criteria.
- Managers may earn a letter after two years of service.
- The head coach may present hardship cases to the Athletic Director for approval of the Administration.

STUDENT-PARENT HANDBOOK SIGNATURE PAGE

I hereby acknowledge receipt of my personal copy of the Archbishop Hannan High School Student-Parent Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The rules, regulations, and guidelines in this handbook are not designed to be all-inclusive. It is anticipated that some situations of student conduct will occur outside the scope of what is specifically stated in his handbook. Therefore in such situations, I understand the administration or a faculty member has the authority to address the situation accordingly.

I also understand this document contains policies and procedures for which all members of the school community are responsible. In the nonpublic school and therefore at Archbishop Hannan High School, contract law is predominate governing law. Under this contract, Archbishop Hannan High School agrees to provide educational services to my child in return for payment in tuition fees and adherence to school rules. As parent(s)/legal guardian(s) I accept all the conditions set forth in the current Student-Parent Handbook and agree to comply with all school regulations.

I am responsible for knowing and abiding by all regulations promulgated by the school. Failure to abide by these rules may result in a student violation. The school reserves the right to update the handbook as necessary, with updates posted on the school website.

I have read, discussed and agree to the rules and regulations of Archbishop Hannan High School.

_____ _____
Student's Name (Print) Grade

_____
Student Signature

_____ _____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian Signature Date

ARCHBISHOP HANNAN HIGH SCHOOL
HONOR CODE

"As a member of the Archbishop Hannan community, I will show respect; I will not lie, cheat, steal, or violate the honor code. I will uphold the Archbishop Hannan Honor code by my actions within my own work, in the classroom, and outside of school."

My signature below indicates that I have read, understand, and will abide by the Archbishop Hannan High School Honor Code.

_____ _____
Student's Name (Print) Grade

_____
Student Signature

_____ _____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian Signature Date