

ARCHBISHOP HANNAN HIGH SCHOOL



STUDENT-PARENT HANDBOOK 2019-2020

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

NON-DISCRIMINATION 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.

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IMPORTANT INFORMATION REGARDING THE STUDENT-PARENT HANDBOOK

This Student-Parent Handbook is intended to serve as a guide to help students and their families come to know Archbishop Hannan High School's programs and opportunities, as well as to set forth the School's expectations. The regulations and other provisions outlined in this handbook are material conditions of the contractual agreement among Archbishop Hannan High School, each student enrolled in the school, and his or her parents. Students and parents are required to read this Handbook carefully as they are held accountable to these policies. All parents and students must sign the online form indicating that they have read the Handbook.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at a School. The rules, policies, and procedures outlined in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This Handbook does not limit the authority of Archbishop Hannan High School to deviate from the standard rules and procedures set forth in this Handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall School community.

Submitting your child(ren)'s registration is deemed an agreement on both your and his or her part to comply with the policies and procedures outlined in this Handbook and intend to cooperate fully with Archbishop Hannan High School as educational partners. You also understand that enrollment at the School is based on a yearly evaluation and acceptance. The School may dismiss students at any time for infractions of regulations whether on campus or off campus, poor 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.

The School reserves the right to amend this Handbook during the school year. If changes are made, all parents will be sent prompt notification. This Handbook supersedes any other previously published manuals or guidelines and any other prior practices related to the policies in this Handbook.

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 Master's 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

Through an academically rigorous education and a Catholic, Christ-centered formation, Archbishop Hannan High School prepares faith-filled servant leaders that think critically, act with integrity, and respond with compassion to the needs of a complex world.

THE VISION OF ARCHBISHOP HANNAN HIGH SCHOOL

Archbishop Hannan High School will continue to lead students' through the process of discovering their God-given talents and developing their potential. The administration, faculty, and staff will apply new thinking and best practices in education as they continually enhance the school's spiritual, academic, leadership, fine arts and athletics programs. Working together, the school community will earn recognition as the premier college preparatory school in Louisiana.

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:
- Know the teachings of the Catholic faith and spirituality and act as a witness of faith through ministry towards self and others;
- Show facility with the writing tasks called for in higher education and life-long learning;
- Demonstrate active listening and the ability to speak articulately and intelligently in conversation, class discussion, formal oral presentation, and daily interpersonal communication;
- Apply creative and critical thinking abilities across the curriculum and in life;
- 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 North Shore 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 North Shore.

TRADITIONS

The 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

The school's motto is, *Caritas Vinculum Perfectionis*, which translates to "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!

-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

CLASS SCHEDULES

REGULAR SCHOOL-DAY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY M	FRIDAY
8:00-9:13	1	6	3	8	5	4
9:18-10:31	2	7	4	1	6	5
10:36-11:54	3	8	5	M	7	6
11:54-12:34	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:39-1:52	4	1	6	2	8	7
1:57-3:15	5	2	7	3	M	8

SPECIAL EVENT SCHEDULES

MONDAY ASSEMBLY SCHEDULE		EARLY DISMISSAL SCHEDULE		8 PERIOD DAY SCHEDULE	
8:00 - 9:08	1	8:00-9:00	8	8:00-8:44	1
9:13 -10:21	2	9:05-10:05	1	8:49-9:33	2
10:26 -11:34	3	10:10-11:10	2	9:38-10:22	3
11:39 -12:04	Assembly	11:15-12:20	3	10:27-11:21	4
12:04-12:44	LUNCH			11:21-12:07	LUNCH
12:49-1:57	4			12:12-12:54	5
2:02-3:15	5			12:59-1:41	6
				1:46-2:28	7
				2:33-3:15	8

SPECIAL THURSDAY SCHEDULES

THURSDAY "A" SCHEDULE		THURSDAY "B" SCHEDULE		THURSDAY "C" SCHEDULE	
8:00-9:13	M	8:00-9:13	8	8:00-9:13	8
9:18-10:31	8	9:18-10:31	1	9:18-10:31	1
10:36-11:54	1	10:36-11:54	M	10:36-11:54	2
11:54-12:34	LUNCH	11:54-12:34	LUNCH	11:54-12:34	LUNCH
12:39-1:52	2	12:39-1:52	2	12:39-1:52	3
1:57-3:15	3	1:57-3:15	3	1:57-3:15	M

PARENT- SPECIFIC INFORMATION

Archbishop Hannan High School strongly believes that a positive and constructive working relationship between the School and the parent or guardian is essential to the fulfillment of the School's mission. This Student-Parent Handbook is intended to serve as a guide to help students and their families come to know Archbishop Hannan High School's programs and opportunities, as well as to set forth the School's expectations. Parents and guardians are responsible for respecting the rules and regulations described in this Handbook. The School reserves the right to terminate enrollment of a student if the School concludes in its sole discretion that the actions of a parent or family member seriously interfere with the School's achievement of its educational purpose or mission, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or Archdiocesan policies, or otherwise fails to respect and support the policies, rules and disciplinary decisions of the School.

BEHAVIOR AT ATHLETIC/EXTRACURRICULAR EVENTS

In line with the mission of Archbishop Hannan High School and our commitment to living out the Gospel, all members of our school community are responsible for creating a positive and supportive environment for all who attend our extracurricular and athletic events. All members of the Archbishop Hannan community are expected to do everything possible to make visitors feel respected and treated in a manner befitting The Hannan Way. Parents and students are responsible for the behavior of their guests at all Archbishop Hannan High School events.

The following behaviors are never permitted and may result in the removal of the parent, student, or guest from the game. Repeated or egregious infractions may result in the permanent banning of the parent, student, or guest from Archbishop Hannan events.

- Attempting to (rudely) distract an opponent
- Yelling at or calling out personal information about an opposing player
- Yelling obscenities or inappropriate language at, or in reference to, an official
- Hostile verbal exchange with other spectators, players, or officials
- Hostile non-verbal communication
- The use of alcohol, tobacco, or illegal drugs while on campus or attending an off-campus school event.
- Inappropriate or abusive language, including "sound-a-like" chants
- Throwing objects in the stands
- Purposely blocking the view of others
- Entering the playing area during and after the contest
- Throwing objects onto the playing area
- Any behavior that is disruptive or rude and takes the focus away from the game

- Using negative language, instigating negative cheers or consciously creating a hostile environment through booing or cheering.

CAR POOLS

Parents arrange carpools. Please check the student directory or speak to the Registrar for the names of other students from your area, then communicate directly with the families to coordinate travel arrangements. Since parking is limited, all students and families are requested to use carpools.

COMMUNICATION BETWEEN STUDENT AND STAFF

Private communication via telephone, text, social media, instant messaging, or a private email account between any employee of Archbishop Hannan High School and a student is never permitted. Staff members and students may only communicate using the school's approved group texting app or the school's email accounts (hannanhawks.org and hannanhigh.org)

ADDRESSING PARENT/STUDENT CONCERNS

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 problems 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 favorable resolution. A majority of these situations arise because individuals with limited or little knowledge of the situation try to provide an opinion or response to a question. As a result, parents/guardians are asked to contact the staff member directly responsible for a specific area or concern by following the steps (in order) listed below:

- Parents/guardians should encourage the student to meet with the teacher/staff to resolve the issue.
- If the student is unable to address the problem satisfactorily, a parent/guardian should contact the teacher, coach, or club moderator and attempt to find a resolution.
- In the event a satisfactory resolution is still not found, the parent/guardian should contact the appropriate administrator:
 - Academics: Dr. Donalyn Hassenboehler, Academic Dean (dhassenboehler@hannanhigh.org)
 - Athletics: Joe Hines, Athletic Director (jhines@hannanhigh.org)
 - Finance: Denis Schexnaydre, Director of Finance (dschexnaydre@jhannanhigh.org)
 - Activities: Charles Baird, Director of Student Activities (cbaird@hannanhigh.org)

- Discipline: The student's teacher or Joe Hines, Dean of Discipline (jhines@hannanhigh.org)

Appropriate Communication

All members of the Archbishop Hannan High School community (students, staff, parents, and relatives) are expected to act and communicate in a professional, non-derogatory, and Christian manner towards one another. Email messages, text messages, telephone conversations, correspondence or postings on social media that refer to a student, parent, or staff member using inappropriate or derogatory language, destroys morale, or negatively impacts the Archbishop Hannan community are not permitted, and may result in the school administration requiring the parent/guardian to withdraw the child (or children) from the school.

CONTACT INFORMATION

The school utilizes email as the vehicle for all significant correspondence (class schedules, report cards, teacher comments, etc.) with parents/guardians. Thus, it is the parent/guardian's responsibility to inform the Registrar immediately of any changes in telephone numbers (home, office, cell), email address or physical address. Parents can quickly update their information by either, calling the School, or emailing the Registrar at jehogan@hannanhigh.org.

CONTACTING STUDENTS DURING SCHOOL HOURS

Other than for emergencies, the school receptionist will not interrupt class or page a student to relay a telephone message. The receptionist will **email the message** to the student's Hannan email account. **Students are responsible for checking their email accounts throughout the day.**

CUSTODY-RELATED ISSUES

A parent who has court-ordered custody arrangements for a student must file a court-certified copy of the custody section of the divorce decree, or other official custody rulings, with the School before admission. In the case of students already enrolled, the court-certified copy must be submitted as soon as possible. The School is not responsible for failing to honor any change in custody arrangements without timely and written notification to the Registrar. The Primary Custodian is responsible for advising the school of any custodial changes and providing the necessary support documentation. To send mail and email correspondence to both the custodial and non-custodial parents of a student, the custodial parent must submit a written request to the School's Head of School or Registrar authorizing the sending of mail/email correspondence to both parents.

Access to Academic/School Information

Archbishop Hannan High School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents and, in the event of divorce, the rights of custodial and noncustodial parents. In the latter case, absent a court order to the contrary, the school must provide the noncustodial parent access to academic records and

to other school related information regarding the student. The custodial parent is responsible for providing the school with a copy of any court order restricting non-custodial parent access to the student or the sharing of student information.

The School sends specific correspondence to the custodial parent guardian only. This includes, but is not limited to, information regarding acceptance to the school, financial aid, tuition and billing, and permission and authorization forms.

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, pick up or drop off students is restricted to 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 NOTIFICATIONS

Archbishop Hannan High School uses text messaging, the school website, email, and social media to notify parents of emergency situations. It is the parent's responsibility to update the school with any cell phone or email changes.

School Closures

All schools of the Archdiocese are required to mirror the school closings of their local Parish. Thus, Archbishop Hannan will follow St. Tammany Parish School in regard to school closures. 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.

FINANCES

Co-Curricular/Class Fees

Some co-curricular activities or classes will require a fee.

Delinquent Tuition & Fees

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 \$100.00 which is considered additional tuition. In the event any payment owed to Archbishop Hannan High School is in arrears by more than sixty (60) days, the school shall have the following options:

- Immediately require full payment of all tuition and fees due to 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 the end of Semester examinations
- The Archdiocese of New Orleans requires that all student accounts be current at the beginning of each semester. Current is defined as a zero past due balance, regardless of grace periods allowed via bank tuition loans. Tuition loan balances are reported to the school before the beginning of each semester and students may not return to school for the new semester until the account is current and all payments are up to date
- The student's parents are responsible for 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.
- Any family that encounters financial difficulties affecting their ability to stay current with their tuition payment must immediately contact the school's Director of Finance to discuss available options.

Tuition Assistance

Archbishop Hannan High School currently offers limited, need-based tuition assistance to qualifying families. Upon acceptance to Archbishop Hannan High School, families may submit a tuition assistance application. All applications are independently reviewed, and families are offered assistance based on expected family contributions and need. More detailed information regarding the application process and documentation required is available on the school website.

Registration Fee

A non-refundable registration payment of \$400 is due upon notification of admission or re-enrollment. A student is not enrolled unless the school has received all the required documentation and the registration or re-enrollment fee. The School requires a student to have completed registration and a record clear of all fines and/or tuition debts to schedule for classes, or participate in extra-curricular activities including, but not limited to, participating in athletic team tryouts or running for student council or class office.

FOOD DELIVERY

Unauthorized delivery of food by any outside vendor is not permitted. In the event a parent or relative must bring a student lunch, it must be left with the school receptionist.

FORGOTTEN ITEMS

Key to success in college, career, and life is developing habits of accountability and responsibility. At Archbishop Hannan we strive to reinforce these traits by holding student's responsible for making sure they bring everything they need for particular day (homework, lunch, books, athletic uniforms, etc.) when they come to school. We strongly encourage parents to partner with us in forming responsible young adults by not delivering these items to the school. They will not learn if they are never held accountable for their actions. **Students or school personnel are ordinarily not permitted to accept delivery of**

such items on campus. The only exception to this policy is a student's medication, which is always accepted.

HOUSE PARTIES

Just as the school takes its appropriate role regarding the use of alcohol and drugs seriously, parents also have responsibilities. For sound medical and health reasons, Archbishop Hannan High School does not subscribe to the philosophy that adolescents can or should be taught to use alcohol or drugs responsibly. It is because students themselves often distinguish that their use of illegal substances is not at school but "at parties" or "on weekends" that we wish to emphasize parental responsibility.

MEDICAL/EMERGENCY CONTACT INFORMATION

Each student must return a completed and signed Emergency Contact Form at the beginning of each school year. In the event of a medical emergency, the school will use the information found in this form to contact the student's parent/guardian. As a result, it is vital that this information be current and accurate. Parents are responsible for updating any changes in their emergency contact information by informing the Registrar (jehogan@hannanhigh.org).

PARENT ORGANIZATIONS

The Parent's Club

The Archbishop Hannan Parent's Club is the organization that brings all parents, teachers, and staff together to collaborate 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 the Parent's Club. Meetings are held regularly and are announced in the Navy Notes Weekly Newsletter and on the school calendar. The goals of the Archbishop Hannan Parents Club are to:

- Advance and support the mission of the school.
- Direct and coordinate parental support to the school through specific assistance activities, social functions, and fundraisers.
- Promote goodwill 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.
- Establish a culture of philanthropy, including volunteerism, at Archbishop Hannan High School.
- Attract prospective families to Archbishop Hannan High School.
- Foster an inclusive sense of community within the school and to enhance the parent experience at Archbishop Hannan.
- 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 periodically throughout the school year.

Talon Athletic Booster

The Talon Club is dedicated to fostering support and sponsoring fund-raising activities for all of the school's athletic teams. Membership is open to all parents, guardians, alumni, and individuals interested in helping the Athletic program and bolster school spirit. The Talon Club assists the Hannan Athletic program in numerous ways, including:

1. Ticket sales and promotion of home athletic event
2. Athletic concession stands
3. Fostering alumni participation
4. Raising funds for maintenance and capital improvements

SEMESTER EXAMS

Students may not request to take their Semester or Final exams earlier than scheduled. Parents are strongly advised to check the school calendar at the beginning of the year to avoid any conflicts. Students who miss an exam for an unexcused reason will lose 10% of the exam grade and will take the exam immediately upon return. The school will impose a fee to cover the cost of proctoring the exam.

SOCIAL MEDIA POLICY

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students, parents, and their family members must consider the impact on themselves and on other members of the community and be mindful of the School's rules, mission and values:

1. Any posting that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community or creates an environment that is contrary to the values of the School, will be investigated and considered a serious violation of the School's harassment and bullying policies, no matter when or on what system it was created or transmitted.
2. School administration may investigate postings on anonymous sites that violate School norms and rules. Such postings undermine the atmosphere of trust that is essential to building a healthy school community. The School may hold the perpetrator responsible for any inappropriate posting.
3. Students and parents should keep in mind that most college admissions offices and future employers examine the postings and social networking sites of applicants.
4. Students, parents, or family members posting information on any website, social networking site, bulletin board, chat room, email or other messaging system related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person inappropriate references about the school and/or its students, faculty, staff,

administrators or any member of the school community on any public Internet site will be subject to disciplinary action, including suspension or expulsion of the student.

5. Students, parents, and family members may not use the name or school logos for any posting without written permission from the Head of School and may not use the logos or copyrighted material of any other person or organization without appropriate permission.
6. Current students may not send "friend" or "link" requests to faculty or staff at Archbishop Hannan High School. They must report to the Head of School or Counselor if they receive a "friend" request from a faculty/staff member or coach. Online contact between any School staff member and a student is limited to sanctioned online tools - school email (hannanhigh.org/hannanhawks.org and the approved school messaging app).

TAILGATING

The success of Archbishop Hannan's athletic teams heightens community spirit and Hawk pride. We want to remind everyone of some basic ground rules for tailgating in the area in front of the Bridge. Unlike pre-game activity at many colleges and professional sporting events, tailgating at a high school game has restrictions that need to be respected and followed by everyone. We want to ensure the safety of everyone and support a family environment. Thus, we require that tailgaters comply with the following guidelines:

1. Absolutely no alcohol may be on the school premises and/or consumed before, during, or after school athletic events by either students or adults. Such activity is a violation of civil and criminal law, the LHSAA, and school policies.
2. Archbishop Hannan High School is a tobacco-free campus. Smoking (either conventional or vapor) is not permitted on campus at any time.
3. While music is allowed, the School does not permit songs with vulgar or obscene lyrics. Out of respect for everyone, tailgaters must keep the music volume at a moderate level.
4. Tailgaters are responsible for removing all trash from their respective area. A garbage dumpster is accessible behind the cafeteria.
5. For safety and legal considerations, the gymnasium restrooms are only open during halftime and after the game. The only bathrooms available during the game are those located near the concession area.
6. Profanity, intoxication, aggressive behavior, and unsportsmanlike conduct are grounds for eviction from the campus.
7. For safety and legal considerations, tailgating must end at 11:00 PM. No one is permitted on campus after the Administrator on Duty closes the school at 11:15 PM.
8. Tailgaters are responsible for the behavior of their guests.

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 (PLAGIARISM AND CHEATING)

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 submits written work under his or her own name, the student is attesting that that work is his or her own. This standard applies to all work handed in: 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 citation, the students should be sure to check those concerns with the teacher before handing in the work. Each teacher will review the MLA format whenever assigning any work requiring research.

Every Archbishop Hannan student is responsible for explaining any work that they have claimed as their own; this includes vocabulary and imagery as well as the organization of the material. (For more information refer to the Honor Code/Honor Council in this section of the Handbook.)

ADVANCED LEVEL COURSES

Honors

Honors courses are available to students who seek a more rigorous course of study. Incoming 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 a three-prong criterion: PSAT scores, GPA, class grade, and teacher recommendations.

Students who are accepted into Honors 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. Honors courses study the subject matter more deeply and more expansively than done at a CP level.

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 three of the four following criteria for admission into an AP course:

- Minimum 3.5 (career) cumulative G.P.A
- Minimum 3.5 average in the AP subject
- Recommendation from the teacher
- PSAT score

AP courses are designed to replicate the rigor of college-level courses. All students enrolled in an AP course are required to take the end of year AP exam unless extenuating circumstances are present. Only those students who take the AP Exam will receive weighted credit. Earning a passing score (at least a 3 out of 5) on the AP Exam will earn the student college credit at participating colleges. There is an additional test fee for all AP classes.

AFTERSCHOOL HOMEWORK ASSISTANCE (AHA)

Archbishop Hannan High School requires students on Academic Exclusion to attend our Afterschool Homework Assistance (AHA) Program. Students who are on Academic Warning and Academic Probation are invited to attend AHA to improve their grades. The sessions are held Monday through Thursday from 3:20 – 4:15 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 to ensure that the student develops effective study habits and a sound work ethic.

ACADEMIC STATUS AND ELIGIBILITY

Every academic quarter, the Academic Dean reviews student grades and identifies those students who are struggling academically. The Dean will impose one of the academic intervention plans described below, based on the student's grades. Parents will receive a letter from the Dean describing the intervention.

Academic Warning

Students on Academic Warning have finished the quarter with G.P.A. of 1.75 (or below) and/or one failing grade. Academic Warning status indicates that the school feels that the student should be doing substantially better work and that it expects an immediate improvement in his/her performance. Parents will receive a letter with the student's Report Card informing them of their child's academic status and the measures required, including the following:

- The student will attend mandatory teacher tutoring as verified by the sign-in logs.
- The student will meet with the Academic Dean or the Head of School during the subsequent quarter.
- The student will complete any required additional support as determined by the Academic Dean.
- The student may continue to participate on an athletic team or in any other co-curricular activity.
- All students on Academic Warning are invited to attend AHA! on a regular basis.

Academic Probation

Students on Academic Probation have finished the quarter with G.P.A. of 1.75 (or below) and/or two failing grades. Academic Probation status indicates a serious concern regarding the student's academic progress. Parents will receive a letter with the student's Report Card informing them of their child's academic status and the measures required by the school to assist in the student's improvement, including the following:

- The student will attend mandatory teacher tutoring as verified by the sign-in logs.
- Student and parent will be required to meet with the Head of School or Academic Dean during the subsequent quarter.
- The student will complete any required additional support as determined by the Academic Dean.
- The student may not 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 GPA, with no more than one failing grade at the midterm of the next academic quarter.
- The student is strongly encouraged to participate in the school's AHA! Program.

Academic Exclusion

Students on Academic Exclusion have finished the quarter with G.P.A. of 1.75 (or below) and/or three or more failing grades. Parents will receive a letter with the student's Report Card informing them of their child's academic status and the measures required by the school to assist in the student's improvement, including the following:

- The student will attend mandatory teacher tutoring as verified by the sign-in logs.
- The student and parent will be required to meet with the Head of School or Academic Dean during the subsequent quarter.
- The student will complete any needed additional support as determined by the Academic Dean.
- Effective immediately, the student may not participate in any athletic or extracurricular activity for the remaining quarter. This includes a ban from all practices and dressing-out with the team.
- Students on Academic Exclusion MUST participate in the AHA! Program.

ACADEMIC WITHDRAWAL

The school reserves the right to deny or rescind a student's enrollment for the next school year if he or she has failed three or more semesters or has demonstrated that he or she is not able/willing to meet the academic expectations of Archbishop Hannan High School.

CANVAS

Canvas is the name of the school's Learning Management System. Every class has a unique Canvas page where the teacher communicates with his or her students, provides copies of the syllabus and class contract, as well as essential resources for assignments and class. Teachers are not required to post homework on their class Canvas page. Teachers shall place assignments or tests due the next day on their teacher Canvas page no later than 4:00 PM. Students and parents shall refer to the teachers' syllabi or contracts for an explanation of how teachers will utilize their Canvas page. Students shall report any problems accessing the account to the Technology Department.

CLASS/TEACHER ASSIGNMENT

Assigning Classes and Teachers

The school reserves the right to determine the student assignment to classes, levels, and teachers based on its experience and understanding of the students' abilities. There is no consideration given for teacher preference.

Schedules Changes

Students may request to change classes or withdraw from classes only during the first three weeks of class. Teachers of new students shall perform a diagnostic assessment in cores subjects and may recommend level changes within three weeks. The Academic Dean must approve all class changes. After the first three weeks of class, the Academic Dean will only grant requests for class changes in cases of extenuating circumstances. A poor grade in the class does not constitute an excuse for a course change.

CLASS RANK

The school does not disseminate or use class rank for any honors. Only credit/quality points (GPA) earned from courses taken at Archbishop Hannan High School have any impact on the determination of Valedictorian and Salutatory honors.

COURSE FAILURE AND REMEDIATION

A student must attend summer school to remediate every semester failed in a course. Each semester stands independently. 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 or online program. Students may attend the Archbishop Hannan summer school program (if available) or attend another approved summer school program.

Students may remediate no more than three semesters in a summer program. If a student fails more than three semesters total during the school year, the school will require a parent

conference and academic review to determine whether the student shall remain at Archbishop Hannan.

ELIGIBILITY ATHLETIC/CLUB PARTICIPATION

See information found under Academic Status/Eligibility in this section for athletic-specific eligibility requirements.

In order to run for class and club offices, students must have passing grades in all subjects with a grade point average of at least 2.0 on the report card immediately preceding elections. In the event a student's grades changed after the election, the student may be removed from office for the remainder of the academic year. The club sponsor is responsible for verifying student eligibility for extracurricular activities. The final decision regarding eligibility rests with the Academic Dean.

EXAM EXEMPTIONS

Seniors who earn A's for all four quarters and earn an A on their first-semester examination are exempt from final examination in any courses. Underclassmen who earn A's for all four quarters and earn an A on their first-semester examination are exempt from final examinations in electives and Religious Study courses only. If students are exempt, they need not attend school for that scheduled exam(s). Students in Unstructured need not attend school on the periods when those exam periods are scheduled.

EXAM RESCHEDULING

Students may not request teachers to take their Semester and Final exams earlier than scheduled. Parents are strongly advised to check the school calendar at the beginning of the year to avoid any conflicts. Students who miss an exam for any reason other than illness (with a doctor's note), religious holiday, death in the family (verification required), court-mandated appearance, or extenuating circumstances (pre-approved by the Dean of Discipline) will lose 10% of the exam grade and will take the exam immediately upon their arrival. The school will impose a charge to cover the cost of proctoring the exam.

EXAM WEEK ACTIVITIES

The week of semester exams is designated as a study week (Dead Week). Participation in after-school activities/practices is limited to the following:

- Team practice is restricted to varsity-level members only.
- Athletic practices and club activities are strictly limited to no more than 90 minutes directly following the last exam of the day.
- Any other requests must receive approval from the Head of School or Academic Dean.
- A student-athlete may choose not to attend practice, without any consequences, if he or she feels a need to study or prepare for an upcoming exam.

GRADES AND GRADE REPORTS

Parents and guardians receive a quarterly report with grades for each subject studied. Also, current reports and summaries of the student's academic progress are always available on PowerSchool. The IT Department provides codes for parents to access PowerSchool.

A student's achievement in each subject is graded based on a 100% maximum grade. To pass a semester, a student must achieve a score of 70% or above per semester. Students earn .5 credit each semester, and each semester is posted independently 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 and the Counseling Department.

The semester grade is comprised of 40% for each quarter in the semester (totaling 80%) and 20% for the semester exam. Students may not repeat a course (for credit) where they received a passing grade.

At the end of each semester, each grade earned for that semester receives quality points based on the type of course. College Prep (CP) level courses are on a four-point scale. Honors (H) courses earn an additional .5 quality point for each letter grade earned. Advanced Placement (AP) level courses are awarded on a five-point scale. These extra quality points reflect the increased workload and rigor associated with these courses. TOPS weights may be different. Grades transferred from other schools receive the same weight assigned to the same AHHS course for that same year. Students participating in an internship will receive a Pass or Fail grade based on the internship requirements. There is no grade assigned for Unstructured.

GRADUATION REQUIREMENTS

Archbishop Hannan High School requires 32 credits for graduation. Every student shall take an English, a math, a science, a social study, and a religious study course every year. 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 coursework. Seniors who have not met the academic requirements will receive their Archbishop Hannan High School diplomas upon completion of coursework in the summer session.

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	4.5	4
84-91	B	4	3.5	3
76-83	C	3	2.5	2
70-75	D	2	1.5	1
< than 70	F	0	0	0
No Grade or Incomplete		No Grade Point Awarded		

GRADUATION DISTINCTIONS

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

1. Summa cum laude (4.0 or above)
2. Magna cum laude (3.75-3.99)
3. Cum laude (3.5-3.74)

The Valedictorian and Salutatorian determinations are based on the following criteria:

- The Valedictorian has attained the highest cumulative grade point average for coursework taken the last four years at Archbishop Hannan High School. The Salutatorian has attained the second highest grade point average for coursework taken the last four years at Archbishop Hannan High School.
- The Valedictorian and Salutatorian shall have been enrolled at Archbishop Hannan High School their last four years for a minimum of 30 credits. In the event of a perfect tie, the highest numerical GPA in semester grades for the prescribed core curriculum will determine the Valedictory/Salutatorian speakers for the senior year.
- Students whose GPA's are within .005 of one another shall share Valedictorian or Salutatorian honors.
- At the end of their 11th grade, the top-ten students will be notified by the Academic Dean of their rank so they can adjust their schedules if they wish. Tenth grade students will be notified if they are in the top 5% of the class.
- 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 Head of School, in consultation with the Assistant Head of School 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 with their gowns.

HOME SCHOOL TRANSFER CREDITS

Students transferring from a Home School, shall receive Carnegie unit credits only from a Home School program approved by AdvancED or other nationally recognized accrediting agencies. Otherwise, at the discretion of the Academic Dean, these students may need to retake those courses or successfully pass the end-of-course exam with a “C” or above. Those students will receive the grade they earned on the test as the grade for the course on their student transcript.

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 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 a class for each class missed after the student returns from the absence. The teacher must agree to any later submission, or it is subject to late grading as described under “Make-Up Work/Tests Due to Absences” below.

HOMEWORK HALL

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. Homework is a natural extension of the school day and is an important part of a child's educational experience. Complying with the homework requirements of a class is not an option. If a student chooses not to submit a homework assignment or it is submitted largely incomplete, the teacher shall assign the student to Homework Hall. The student shall serve the assigned Homework Hall the same afternoon it is given, from 3:20-4:15. During that time the student will complete the missing homework assignment and receive full credit for the assignment.

If a student misses 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 or assign another disciplinary sanction. Students who continually miss Homework Hall may be required to attend Saturday School.

Eleventh and twelfth graders are not assigned to Homework Hall as preparation for college requirements. If they do not submit their homework on time, they will automatically receive 30% of the grade. They will have 24 hours to submit the assignment in order to raise the score to 50% of the grade.

THE HONOR COUNCIL

The Honor Council is an important collaboration among the students, faculty, and administration to support the goal of academic integrity at Archbishop Hannan High School. Service on the Honor Council requires meaningful dedication and time commitment from all members. Maintaining confidentiality of all proceedings and one's own personal record of integrity are essential requirements for participating on the Honor Council.

Membership on the Honor Council is voluntary and at the discretion of the Head of School and the school's administration. The Honor Council is an extracurricular service organization, created to further and support student integrity and The Hannan Way. It does not have any legal or administrative authority and acts only as a communication, review, and recommendation service of Archbishop Hannan High School. The Archbishop Hannan High School administration is responsible for all final decisions as to the disposition and consequences related to all violations of the school's Honor Code.

Responsibilities

The Honor Council is responsible for reviewing specific cases in which the Honor Code may have been violated and making recommendations to the Head of School. The process is as follows:

1. The Honor Council will provide a confidential reporting and hearing process for students or faculty to report suspected Honor Code violation.
2. Suspected Honor Code violations will be forwarded to the Dean of Discipline to determine the number of offences and if any of the reported violations require the review of the full Honor Council. If an Honor Council hearing is warranted, the faculty sponsor for the Council will be notified.
3. The faculty sponsor will inform relevant individuals of the Honor Council hearing date, time and location and ensure notification of parents/guardians of the student(s) facing the hearing.
4. During a hearing, the Honor Council will seek and review relevant information from the reporting individual(s) and from the student(s) in question of Honor Code violations.
5. The Honor Council will decide by consensus whether the Honor Code has been violated.
6. If the Honor Code was violated, the Honor Council will identify an appropriate consequence, in accordance with guidelines set out in the *Archbishop Hannan High School Student-Parent Handbook*.
7. The Honor Council will refer facts of the case and recommendation of consequences to the Head of School for a final decision.
8. The Head of School will make his decision based on the recommendations from the Council and notify the respective student(s) of the sanctions that will be imposed and notify the faculty sponsor and Dean of Discipline when the sanctions are carried out.

9. The Honor Council will maintain secure and confidential records of all hearings. These records will be destroyed at the conclusion of the students' graduation year.

Membership and Composition

The Honor Council shall be formed in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year with the option of renewable terms. The committee shall consist of six student members (one sophomore, two juniors, and three seniors), one administrator, and two classroom teachers (each teacher to be from a different academic department). One of the teachers shall be designated the faculty sponsor. Faculty and administrative appointments to the Honor Council will be designated by the Head of School. There should be a quorum of at least six Honor Council members present to host a hearing.

Students must complete and submit an Honor Council application which includes two faculty recommendations. Student applicants must have a record free of honor violations in the past school year, maintain a GPA above 2.5 and not be involved in the Student Council or as an officer of any other extra-curricular activity. The Honor Council faculty sponsor and administrative representative will make final selection of Honor Council members. The Executive Board of the Student Council may make recommendations as to the selection of Honor Council members.

THE 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.

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.

The 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.”

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. Any student who knowingly provides another student any answers on a test or who allows another student to copy homework or quizzes is also guilty of a cheating offense.
- **Lying:** Lying occurs when a student provides information that 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* handbooks before submitting assignments, papers, and projects in all classes.

Procedures When A Cheating/Plagiarism Violation Occurs

Upon discovery of a cheating or plagiarizing incident, the following process will ensue:

1. The teacher will speak with the respective student and call his or her parents explaining the incident and possible consequences.
2. The teacher will complete the *Honor Code Offense and Sanctions Reporting Form* and send it to Dean of Discipline. The teacher will follow the Sanctions guidelines and apply the grade and detention sanctions as if it were a first major or minor offense accordingly, unless the teacher is aware of a previous offense committed by the student. The teacher will apply **only** the grade and detention sanctions.
3. The Dean of Discipline will determine if the student has had other Honor Code violation offenses and notify the teacher immediately if that is the case. If so, the

teacher will apply the harsher grade sanction accordingly. The Dean of Discipline will amend any detention assigned as necessary.

4. If the offense amounts to a second major offense or more, the Dean of Discipline will notify the Honor Council faculty sponsor who will convene the Honor Council as soon as possible. Additionally, if the sanctions require probation for any school societies, the relevant societies will be notified.
5. In some instances of plagiarism, the teacher may suspect that the violation was done out of ignorance, but that determination is up to the teacher and the teacher will follow the sanctions accordingly.

Sanctions for Cheating Violations

	Minor Offense (A cheating or plagiarizing incident committed on a homework or classroom assignment)	Major Offense (A cheating incident committed on a quiz, test, exam, or lab, i.e. a graded assessment beyond homework)
First Offense	<ul style="list-style-type: none"> • 0% off assignment, must resubmit assignment for maximum of 70% credit • Student must serve one 7:00 a.m. detention 	<ul style="list-style-type: none"> • 0% on assignment, must resubmit assignment for maximum of 50% credit • One-year probation for Honor Council, Honor Societies, and Student Council • One Saturday detention
Second Offense	<ul style="list-style-type: none"> • 0% on assignment, must resubmit assignment for half of the credit earned on the re-submission • One-year probation for honor council, honor societies, and student council • Two (2) Saturday detentions 	<ul style="list-style-type: none"> • 0% on assignment, but must re- submit to ensure learning of that subject matter • Honor council hearing • One-year probation for honor council, honor societies, and student council • Two (2) Saturday detentions • Any additional sanctions will be a result of the honor council hearing
Third Offense	<ul style="list-style-type: none"> • 0% on assignment, but must resubmit to ensure learning of subject matter • Honor Council Hearing • One-year probation for Honor Council, Honor Societies, and Student Council • Two (2) Saturday detentions • Any additional sanctions will be a result of the Honor Council Hearing 	<ul style="list-style-type: none"> • 0% on assignment, but must re- submit to ensure learning of that subject matter • Honor Council Hearing • One-year probation for Honor Council, Honor Societies, and Student Council • Two (2) Saturday detentions • Any additional sanctions will be a result of the Honor Council Hearing • Student may face expulsion

Sanctions for Plagiarism Violations

	Minor Offense	Major Offense (Ignorance)	Major Offense (Premeditated)
First Offense	<ul style="list-style-type: none"> • 0% off assignment, must resubmit assignment for up to 70% credit • One (1) 7:00 a.m. detention • Student will review what constitutes plagiarism and the proper way to cite sources 	<ul style="list-style-type: none"> • 0% on assignment, must resubmit assignment for <u>up to 50% credit</u> • One 7:00 a.m. detention • Student will be re-informed of what constitutes plagiarism and the proper way to cite sources. 	<ul style="list-style-type: none"> • 0% on assignment, must resubmit assignment for <u>up to 50% credit</u> • One (1) probation for Honor Council, Honor Societies, and Student Council • One Saturday detention • Student will review what constitutes plagiarism and the proper way to cite sources
Second Offense	<ul style="list-style-type: none"> • 0% on assignment, may resubmit for 50% credit • One (1) year probation for membership on Honor Council or Honor Societies • Two Saturday (2) detentions 	<p>After the student's first offense, he/she will have received training regarding proper citation. As a result, a claim of "ignorance" no longer applies, and the incident falls in the "premeditated" category.</p>	<ul style="list-style-type: none"> • 0% on assignment, but must re-submit to ensure learning of subject matter • Honor Council Hearing • One (1) probation for Honor Council, Honor Societies, and Student Council • Two (2) Saturday detentions • Possible additional sanctions, including suspension
Third Offense	<ul style="list-style-type: none"> • 0% on assignment, but must resubmit to ensure learning of subject matter • One (1) year probation for Honor Council, Honor Societies, and Student Council • Two (2) Saturday detentions • Possible additional sanctions, including expulsion 		<ul style="list-style-type: none"> • 0% on assignment, but must resubmit to ensure learning of subject matter • One (1) probation for Honor Council, Honor Societies, and Student Council • Two (2) Saturday detentions • Possible additional sanctions, including expulsion

NOTE: Two offenses of either type of Honor Code violation (plagiarism or cheating) constitutes a second offence and may be considered a second major Honor Code offense.

HONOR ROLL

At the end of each semester, Honor Roll citations will be awarded to those students who have achieved a 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 petition an individual teacher for an extension until a specified date to be determined by the teacher. Extensions may only be granted when the request is made at least one day prior to the due date. Teachers will state their policy on this issue in their class syllabi/contract.

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 that a student's academic needs cannot be met, Archbishop Hannan High School reserves the right to encourage the student to seek a more appropriate learning environment.

To qualify for any form of accommodation, the school requires 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. All teachers receive the INC plan and will accommodate the student based on the recommendations from the professional evaluation. Request for accommodations should be submitted to the Academic Dean/Counseling Department by the beginning of the quarter in which the accommodations are to be made by the teachers.

All psycho-educational evaluations must contain the following information:

1. Specific diagnosis of a recognized learning disability;
2. Complete educational, developmental, and relevant medical history;
3. 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;
4. The professional credentials of the evaluator, including information about license or certification and area of specialization;

5. Description of the specific accommodations requested, and statement of why the disability qualifies the student for such accommodations.

MAKE-UP WORK/TESTS DUE TO ABSENCE

Excused Absences

When students miss class, as a result of an excused absence, they have the same number of periods as they missed to complete any missed work. If the student fails to submit his or her work more than two weeks after this deadline, the teacher may give the student a grade no higher than 50% of the value of the assignment.

When students miss a test/quiz/project, as a result of an excused absence, they have the same number of periods as they missed to make up the assessment without penalty. If a student fails to make up an assessment more than seven days after this deadline, (unless other arrangements have been made with the teacher) the student will receive a grade no higher than 50% of the point value of the assignment.

Students missing days prior to a test or quiz are responsible for getting the notes and study guides and shall take the test/quiz on the scheduled test day or on the day they return. If a student fails to make up a test more than seven days after this deadline (unless other arrangements have been made with the teacher) the student will receive a grade of 50% of the point value of the assignment.

Unexcused Absences

Students who miss submitting classwork or homework as a result of an unexcused absence must submit the missing work on the day they return to class, and they will receive no higher than 85% of the points on the assignment. They are responsible for getting the notes and study guides for quizzes/tests/projects they missed while they were absent.

Students who miss taking a quiz/test/exam/project as a result of an unexcused absence must take the assessment on the day they return to class and will receive up to 85% of the point value of the test/quiz/project. Students who fail to make up a test or assignment within the time specified above (unless arrangements have been made with the teacher) will receive a grade of 30% of the assessment point value. Also, for every three days of unexcused absences, a student shall be assigned a Saturday School detention by the Attendance/Discipline Office.

NATIONAL HONOR SOCIETY

Archbishop Hannan High School supports a chapter of the National Honor Society. Juniors and seniors are eligible for membership if 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

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. All email addresses are in the front of this Handbook. Parents are expected to speak with a teacher with their concerns first. If parents are not satisfied by the conversation with the teacher, then the parent may call and request a conference with the Academic Dean, who will probably ask the teacher and students to attend the conference.

POWERSCHOOL

PowerSchool is a web-based Student Information System tool that allows students and parents/guardians to access course and grade information at any time. 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 assignments via the school's PowerSchool web portal. Access to PowerSchool is available through the Hannan website. Teachers shall post student assessments to the PowerSchool grade book within seven days of receiving the assignment. The Academic Dean and the Department Chairs routinely monitor timely posting of grades, but parents should call the counselors or Academic Dean to report if no grades in any class have not been posted for over three weeks.

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 section of the website. For problems regarding PowerSchool, please email the school Technology Department Help Desk (technology@hannanhigh.org).

QUARTERLY TESTS

Students in grade 8 through 10 only shall take a quarterly test in the first and third academic quarters. Quarterly tests will count as a major test grade and will be administered during the regular periods.

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 their prioritized electives. Electives shall be scheduled from among those selected but may not be the first choice. 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 math testing data, 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 40% for the first (or third) quarter and 40% for the second (or fourth) quarter, and 20% for the semester exam. Courses that have been passed may not be repeated for additional credit.

TESTING CALENDAR

On any given day students in grades 8 and 9 shall have no more than two tests assigned. Grades 10 through 12 shall have no more than 3 tests per day.

TRANSCRIPTS

Semester grades are issued in December and May, and they are the only grades entered on a student's official transcript. Grades in quarter one and three are progress grades only. 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, any academic testing, health records, and emergency contact information.

Any grade earned from another school shall be recorded and shall receive the same quality points as those given by the sending school. However, if the specific course level is not taught at Archbishop Hannan, the student will receive quality points equivalent to the College Prep level.

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.

TUTORING

Teachers are available for extra help Monday through Friday in the morning and/or afternoon, depending on each teacher's schedule. Students having trouble in a subject area should contact the teacher and arrange for extra help. Tutoring times are posted on the teacher's CANVAS page, in their class contract, and outside the classroom. All teachers shall conduct at least two tutorials per week, 45 minutes each, one in the morning and one after-school tutorial.

FAITH FORMATION

At Archbishop Hannan High School, our two primary goals are to assist every student in coming to understand that he or she is made in God's image and likeness, and that he or she is the son or daughter of a loving and caring God. 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 and 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.

An all-school 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. The School strives 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;

- Emailing senior parents with information, including scholarship opportunities. Parents are responsible for ensuring the School has the correct address.

COLLEGE VISITS

The counseling staff at Archbishop Hannan High School believes that visiting college campuses is the best way for each student to determine which college is the best fit for his or her unique needs. Seniors will receive an excused absence if they follow the procedures outlined below. Prior to scheduling a campus visit, seniors must get the approval of the college counselor at Hannan. The college counselor will provide participating Seniors with a permission slip that requires a signature from each teacher. This form must then be presented to the attendance office to confirm the student's need to visit a college on a school day. All seniors requiring a school day college visit must be in good academic standing. Juniors may be excused from class if a "preview day" is held on a school day and if the college counselor determines that the student's attendance at this event is necessary.

Students are strongly encouraged to visit campuses during scheduled college open house events, which are typically held on weekends. The Counseling Department strongly encourages all underclassmen (8th through 11th grade) to visit colleges on non-school days.

CONFIDENTIALITY

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

COUNSELOR ASSIGNMENTS

All students are assigned to counselors based on the student's grade level and last name.

Counselor	8 th Gr.	9 th Gr.	10 th Gr.	11 th Gr.	12 th Gr.
Steven Bradley sbradley@hannanhigh.org 985-246-7487	A-L	A-L	A-J	A-L	
Jessica Theall jtheall@hannanhigh.org 985-246-7493	M-Z	M-Z	K-Z	M-Z	
Christine Haney chaney@hannanhigh.org 985-246-7486					A-Z

SCHEDULING

Scheduling takes place in the spring of each year. During the scheduling process, counselors assist each student in choosing their courses based on the student's standardized test scores, teacher recommendations, and parent and student preferences. Required and elective course options are reviewed in both group guidance sessions and in individual guidance sessions during the third quarter. Parents and students are highly encouraged to review the available courses listed in the Archbishop Hannan Academic Handbook (available on the website) in preparation for the course selection process.

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

The Archbishop Hannan High school-wide, standardized testing program is centered around the College Board SAT continuum of assessments. All tests for grades 8 through 10 are administered on the same day, and the date for the PSAT is determined by the College Board.

- **8TH Grade and Freshmen:** The PSAT 8/9 is administered to all 8th and 9th graders. This test will help teachers figure out what students need to work on most so that students are ready for college. The reports identify the areas that each student knows well and not so well so additional attention can be paid to those areas needing improvement. The PSAT 8/9 establishes a baseline measurement of college and career readiness as students enter high school.
- **Sophomores and Juniors:** The PSAT/NMSQT is administered to all 10th and 11th graders. For the 10th grade the test is a preview for the SAT. For the 11th grade the test determines eligibility for National Merit Semi-finalist status. **All juniors** also take the ACT in school on the April test date. 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.

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. Please see "Make Up/Tests Due to Absence" in the Academic section of this Handbook for information on making up work/tests.

Procedures to Report an Absence

In the event a student is absent from the school, the parent/guardian **must** follow these procedures:

1. On the day of the absence, a parent or guardian **must report** the absence by calling and leaving a message on the attendance direct line (985-246-7500) prior to 8:30 AM. A telephone call is required every day of a student's absence. If leaving a message, please provide your full name and relationship, the student's name and grade level, reason for absence, and a phone number where you can be reached. If the Attendance Clerk is unable to speak with a parent/guardian, the absence is marked unexcused.
2. Upon the student's return to school, he or she must first report to the Attendance Office with a completed Absence Form signed by the parent. The Absence Form is available online in the Parents section of the school website.
3. The Attendance Clerk will provide the student with an "Admit to Class" slip. He or she must show the slip to all teachers in order to receive an excused absence for the days missed.

Class Attendance Requirement

The Louisiana State Department of Education has strict attendance requirements. A student accumulating more than 8 periods of unexcused absences per semester per class may be denied all credit for that semester in that course.

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

Excused absences are limited to the following reasons: illness, death in the family (maximum of three days), medical appointment, court mandated appearance, or extenuating circumstances pre-approved by the Dean of Discipline.

The school will mark the absence as Excused only upon receipt of a parent/guardian or physician's note detailing the absence. 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

Families shall throughout the year check the School Calendar before planning family vacations. Any absence not falling within the excused-absence category is considered unexcused.

Excessive Absences

Excessive absences may result in a parent conference with the Head of School 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 Head of School.

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

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 Head of School may be restricted from participation in any organization until such time as the student demonstrates satisfactory improvement. The Academic Dean may prohibit a student on Academic Probation from participating in extracurricular activities, if necessary, to improve academic achievement. While on Academic Exclusion status a student may not participate in extracurricular activities.

Club/Organization Fundraising

All club and organization fundraisers must be pre-approved by the Fundraising Committee. Fundraising approval forms are available on Canvas.

Archbishop Hannan High School is the beneficiary and custodian of all funds collected by clubs, organizations, and athletic teams. Club moderators/coaches are responsible for ensuring that all financial procedures are followed. Clubs and organizations are not allowed to open or maintain any accounts or funding outside of the school and/or under the direct supervision of the administration.

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. Only students who have enrolled for the following academic year and whose accounts are clear of outstanding tuition/fines may participate in any team tryouts and/or participate in any student officer election.

List of Clubs and Organizations

- 4 H Club
- Art Club
- Blackfriars Theatre Company
- Book Club
- Campus Ministry Team
- Environmental Club
- Hawks for Life
- Honor Council
- International Thespian Society
- Key Club
- Mu Alpha Theta, Math National Honor Society
- National Honor Society
- National Science Honor Society
- National Spanish Honor Society
- Organization of Hannan Patriots
- Quiz Bowl Team
- Rho Kappa, Social Studies National Honor Society
- Robotics Club
- Sister Hawks
- Student Ambassadors
- Student Council

COMMUNICATIONS (STUDENT- EMPLOYEE)

Private communication via telephone, text, social media, instant messaging, or a private email account between any employee of Archbishop Hannan High School and a student is never permitted. Staff members and students may only communicate using the school's approved group texting app or the school's email accounts (hannanhawks.org and

hannanhigh.org). Violations of this policy should immediately be reported to the Head of School.

DANCES

Archbishop Hannan High School Student Council sponsors 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 guest. Students bringing guests that do not attend Archbishop Hannan must complete and return an Out of School Guest Form by the Friday before the scheduled dance.

Dance Policies

- The school reserves the right to conduct random breathalyzer tests on students/guests.
- In the event the school administration has reason to believe a student or guest is under the influence of alcohol or illegal drugs, the school will contact the student's/guest's parents and request they pick up the student. Under no circumstances will any Archbishop Hannan student or their underage guest be allowed to drive their vehicles home. The school will contact the St. Tammany Sheriff's Office if the incident involves illegal drugs.
- All dance styles and behavior 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 a student or guest's behavior. If the unacceptable behavior continues, the school reserves the right to remove the student/guest from the dance.
- Students/guests may not leave the dance premises before the approved time without approval and supervision.

Dance Attire - Casual Dances

Ladies:

- Shorts: Short shorts are not permitted. Hemlines must be no shorter 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 middle of 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 the abdomen to the waist. 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 permitted.

Dance Attire – Semi and Formal Dances**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 moves and 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 with cut-outs are not allowed.

Gentlemen:

- Tuxedos or dress suits, with a tie, are required. (Formal Dances Only)
- 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 for the entire dance.
- Hats cannot be worn at any time during the dance.

DRESS CODE AND GROOMING

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. All uniform components must be free of rips, tears, and markings. 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.

The Dean of Discipline is the final arbiter in all matters of the dress code and hair style. 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 3 inches above the top 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. All buttons (other than top) must be fastened (including sleeves) Shirrtails must be tucked. Sleeves may not be rolled.
- ID: School-issued photo ID with school-provided lanyard must be visible at all times.
- Undergarments: Brightly colored undergarments are prohibited, and undershirts must be tucked, white, and free of any visible markings; long-sleeve undershirts may not be visible.
- 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. No tennis or athletic shoes are allowed, except during physical education. Shoes are to be kept polished and worn properly. Defacing school shoes and walking on the backs of shoes is not permitted.
- 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: Girls (8th – 10th grade) 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.
- Windbreakers: Students may wear the official Archbishop Hannan windbreaker at any time. Students may embroider the jacket with the names of their clubs/sport teams to which they belong.
- Letter Jackets: The Hannan Letter 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.

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 all Masses. All buttons (excluding neck button) on the shirt must be fastened (including sleeves), and sleeves may not be rolled up. Shirrtails must be tucked.
- 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 must be worn on their person with school-provided lanyard and visible at all times.
- Undershirts: Undershirts must be tucked, white, and free of any visible markings; long-sleeve undershirts may not be visible.

- 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. No tennis or athletic shoes are allowed, except during physical education. Shoes are to be kept polished and worn properly. Defacing school shoes and walking on the backs of shoes will not be permitted.
- 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: A crimson sweater 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.
- Windbreakers: Students may wear the official Archbishop Hannan windbreaker at any time. Students may embroider the jacket with the names of their clubs/sport teams to which they belong.
- Letter Jackets: The Archbishop Hannan Letter 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.

Grooming - Ladies

Hair

- Hair must be kept in a neat style.
- If dyed, the hair color must be a natural color. The administration reserves the right to determine what is considered natural.
- No distracting headwear.
- Headband and scarves must be in school colors: white, blue/navy, and/or red/crimson.

Jewelry/Makeup

- Bracelets and necklaces must be simple and tasteful.
- No more than one earring in each ear and must be placed in the earlobe. No cartilage piercings allowed.
- Make up, if worn, should be minimal. The administration reserves the right to decide what is considered minimal.
- Nail polish must be in an appropriate solid color. The administration reserves the right to decide what is considered appropriate.

Tattoos/Piercings

- Fake/semi-permanent or permanent tattoos, piercings, or other forms of "body art" are not allowed on exposed body parts.

Grooming - Gentlemen

Hair

- Hair must not extend to the top of the collar in the back or past the top of the eyebrows in the front or past the top of the ears, and sideburns may not extend below one-half of the ear.
- Gentlemen are not allowed to dye or highlight their hair.
- Extreme hairstyles or hairstyles with designs are unacceptable.
- Archbishop Hannan does not permit students to maintain closely shaved heads, asymmetrically or partially shaved heads, Mohawks, dreadlocks, corn rows, "twists," or tails as conventional hairstyles.
- The Head of School is the final arbiter in determining whether or not a student's hairstyle is appropriate for the school.

Facial Hair:

- Gentlemen must be clean-shaven at all times. No whiskers, beards, mustaches, or facial hair are permitted.
- The School reserves the right to send a student home to shave.

Other Issues

- Caps, hats, or other headwear are not permitted during school hours.
- Jewelry is restricted to one ring and an Archbishop Hannan High School class ring
- No visible piercings.
- Fake/semi-permanent or permanent tattoos, or other forms of "body art" are not allowed on exposed body parts.

Medical Exemption for Shoes

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 by the Dean and the Head of School, the student may only wear non-uniform shoes that are either solid white or solid black and approved by the Discipline Office. If the need for an exemption lasts beyond six weeks, the student must wear a dress shoe (either black or brown) that conforms to their orthopedic need.

Dress Code at All School-Sponsored Events/Activities

These policies are in addition to any event-specific dress codes. 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. Clothing and other items prohibited at school-sponsored events and activities includes the following:

- 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).
- See-through or mesh fabric.
- Immodest tops that do not provide adequate coverage.
- The final decision in determining appropriate dress and appearance shall rest with the Head of School or designee.

DRINKS/WATER BOTTLES

Soda bottles, coffee, and other drinks are not permitted in the school buildings (except in the Dining Hall and Harry's Coffee Shop). Students may bring water bottles or drinking containers of water, provided that the container has 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

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

- 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.
- Park only in the student designated area.
- When parking, students are encouraged to back-in their vehicles.
- During arrival and dismissal times traffic must move clockwise.
- Vehicles may not turn right at the front entrance of the school during arrival and dismissal.
- The Archbishop Hannan administration reserves the right to inspect cars (at any time) parked on its property.

EARLY CHECK-OUT

The School strongly recommends that students not check out before the conclusion of their scheduled academic day, but it recognizes that occasionally this cannot be avoided. A student who misses more than three classes during a school day may not participate in any school-related activities (games, practices, events) for the remainder of the day.

Any student dismissed early must see the faculty member of any classes missed on that day and submit any assigned work due. Acceptance of late work will be at the discretion of the faculty member.

Students checking out early must follow the procedures listed below:

- Bring a note from his or her parent/guardian to the Attendance Officer no later than 8:00 a.m. on the day to be dismissed. The dismissal note must include a parent/guardian contact phone number.
- The Attendance Clerk will review the note and provide the student with a “Permission to Leave School” slip clearly designating the student’s approved departure time.
- 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 Attendance Office will not interrupt class to page the student.
- Before leaving campus, the student will report to the Attendance Office at the time of dismissal and present the “Permission to Leave School” slip to the Attendance Clerk.
- After signing out, the student will then wait in the office to be picked up, or, if driving, receive permission to leave campus.
- If the student returns to school on the same day, the student must return the “Permission to Leave School” slip to the Attendance Clerk and sign in.
- Students checking-out early for a medical or dental appointment, must provide the Attendance Clerk with proof of appointment (obtained from the doctor’s office) upon returning in order to receive an excused absence. Late or missing proof of appointment will result in an unexcused absence for the classes missed.

ELEVATORS

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

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. Parents are responsible for emailing the Registrar (jehogan@hannanhigh.org) to update any email or telephone changes.

EMERGENCY PROCEDURES

The safety and well-being of all Archbishop Hannan High School students, faculty, staff and visitors is a high priority. Should a significant emergency or dangerous situation develop that presents an immediate threat to the health or safety to persons on campus, the Archbishop Hannan administration will immediately respond, evaluate, and confront the threat based on the School’s Crisis Management Plan (available on the School website). Upon confirmation that a threat exists, emergency notification and updates will be sent to parents via email, text, and posted on the school website.

EMERGENCY NOTIFICATIONS

Archbishop Hannan High School uses text messaging, the school website, email, and social media to notify parents of emergency situations. It is the parent’s responsibility to update the school with any cell phone or email changes.

School Closures

All schools of the Archdiocese are required to mirror the school closings of their local Parish. Thus, Archbishop Hannan will follow St. Tammany Parish School in regard to school closures. 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.

FOOD DELIVERY

Unauthorized delivery of food by any outside vendor is not permitted. In the event a parent or relative must bring a student lunch, it must be left with the school Receptionist.

FORGOTTEN ITEMS

Key to success in college, career, and life is developing habits of accountability and responsibility. At Archbishop Hannan we strive to reinforce these traits by holding student's responsible for making sure they bring everything they need for particular day (homework, lunch, books, athletic uniforms, etc.) when they come to school. We strongly encourage parents to partner with us in forming responsible young adults by not delivering these items to the school. They will not learn if they are never held accountable for their actions. **Students or school personnel are ordinarily not permitted to accept delivery of such items on campus.** The only exception to this policy is a student's medication, which is always accepted.

FUNDRAISING ACTIVITIES

Tuition and fees do not cover the entire cost of educating an Archbishop Hannan student. In order to offset these costs while keeping tuition affordable, the School depends on revenue from various fundraising activities throughout the year. The School relies on its parents and students to participate at these events and contribute their time and whatever resources they have available to ensure the success of these events.

IMMUNIZATIONS

The School requires all entering students document their immunizations against diphtheria, rubella (measles), rubella, mumps, tetanus, Hemophilus influenza type B, Poliomyelitis, Hepatitis B, and Chickenpox (Varicella).

LATE ARRIVAL DAYS

Periodically, as listed in the school calendar, the faculty will have their Professional Learning Community (PLC) meetings from 7:45 to 9:13 a.m. Students arriving before 9:13 a.m. must report immediately to the gym and wait until the 9:13 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, and exploration. It is open from 7:30 AM until 4:00 PM each full school day and 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 cost of 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.

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. Each student is assigned a locker and is required to use a school-issued lock. Lockers are subject to search by the Head of School 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.

MEDICATIONS

All student prescription and non-prescription medications must be dispensed by the School Receptionist. Parents/students are responsible bringing any needed medications to the Reception Area for storage in a locked medicine cabinet. Medications must remain in their original containers listing the drug name, dose, frequency of administration, physician’s name and student’s name, accompanied by written parental consent form. Failure to follow

this procedure is considered a violation of the school drug policy and the student may be subject to dismissal. Over-the-counter medications are dispensed only with a signed parental consent form on file.

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 approved in advance 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 school website. All daily announcements must be approved by the moderator or sponsor and submitted to announcements@hannanhigh.org before 8:00 a.m. on the day of the announcement.

PARKING

The Archbishop Hannan parking lots are for the convenience of the school community and guests. An annual parking tag is required for all faculty, staff, and student vehicles using the parking lot. Due to limited parking spaces and high demand, parking tags are granted to seniors first, then juniors, and then sophomores on a space available basis. Parking tags are available at Book Day and from the Dean of Discipline at a cost of \$10.00.

Due to demand, parking permits generally will be granted to seniors first, then juniors, and then sophomores on a space available basis.

- Designated faculty and visitor spaces are clearly marked and off-limits to students. Students may only park in the designated student parking area.
- During the school day, students may not go the parking lot or their vehicle without a pass issued from the Dean of Discipline or other senior administrator.
- Parking without a permit, driving through the parking lot at high speeds or recklessly, 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.
- Any car parked on the school campus is at the sole risk of the owner. Archbishop Hannan High School does not assume any responsibility for loss or damage to any vehicle or the contents within the vehicle parked on campus.
- Cars may not be left overnight on campus without the permission of the Dean of Discipline.

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 magazine, and 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, and electronic/online media.

POSTERS/FLYERS/NOTICES

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

Archbishop Hannan High School is committed to supporting the efforts of law enforcement officials in every way. The school will always contact a student's parent/guardian, prior to honoring any request to summon or question a student by a law enforcement official.

SCHOOL HOURS

School hours are from 7:15 a.m. to 4:30 p.m. during the academic year. Only those students participating or attending a school-related event are allowed on campus after these times. Parents are responsible for ensuring that their students are not left on campus outside of the hours indicated above.

SCHOOL-INITIATED WITHDRAWAL

A student may be subject to school-initiated withdrawal for any conduct, whether during 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.

In situations that warrant withdrawal, the Head of School will meet with the student and parents prior to the final decision. Any student who is required to withdraw from Archbishop Hannan may not attend any school-sponsored activities (dances, prom, athletic events, etc.) during that time period.

STUDENTS DRIVING TO SCHOOL-SPONSORED ACTIVITIES

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'S WITH SAME SEX ATTRACTION

The Archdiocese of New Orleans respects and follows the teachings of the Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As

they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. We will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate hatred or bullying at any level in our parish or school programs. We set boundaries and policies that help us teach young people to live with relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific questions regarding a parish/school situation. We will continue to minister to our youth and members of their families during times of struggle as they develop in their understanding of their identity and sexuality.

TRAVEL PROGRAMS

To enhance the overall experience at Archbishop Hannan High School, the School provides qualified students educational opportunities involving domestic and international travel. All School rules and regulations, with the exception of the dress code, apply to all international and domestic travel programs. Parents/guardians and students are required to complete a separate release form for all School related travel.

Students must be in good academic, disciplinary (including attendance and tardies) and financial standing in order to be eligible in order to participate in travel programs. If a program commences immediately after an academic assessment report or marking period and the student receives one or more failing grades, he or she may not be allowed to participate in the program.

Students who are not in good disciplinary standing are not eligible to participate in domestic or international travel programs offered or sponsored by Archbishop Hannan High School.

UNSTRUCTURED CLASS PERIOD

Juniors and Seniors may choose to select an unstructured period as an elective course. The unstructured class period is instructional time designed to assist students in developing time management skills. During this time the student can arrange conferences with teachers, guidance counselors and/or campus ministers. While always under adult supervision, the student will develop a sense of self-responsibility, self-discipline, efficient use of his or her unstructured time, and develop serious study habits.

WITHDRAWALS

Students transferring to another school from Archbishop Hannan must meet with the Registrar to begin the withdrawal process. Archbishop Hannan High School will not forward records or transcripts until the student has returned all materials belonging to the school, completed all withdrawal forms, and all financial responsibilities are settled.

BEHAVIOR GUIDELINES AND SANCTIONS

The Dean of Discipline is responsible for addressing infractions of school rules of conduct, 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 Head of School.

ALCOHOL AND DRUG POLICY

Alcohol and Drug Use Policy

The administration, faculty, and staff of Archbishop Hannan High School are committed to caring for the health and safety of every student by maintaining a drug and alcohol-free school community. As a direct result of this commitment, and in partnership with our parents, the School has created the comprehensive drug prevention policy outlined below.

1. The possession of or distribution of and/or sale of alcoholic beverages or illegal drugs on or off campus by any student will result in immediate dismissal of that student.
2. Hosting parties where drugs and/or alcohol are provided will be viewed as distribution, regardless of parental presence and may result in suspension or dismissal of the student.
3. In order to ensure the safety of all students, the School reserves the right to require any student to submit to an alcohol Breathalyzer test. A student whose Breathalyzer reading is above 0.0 will be considered under the influence of alcohol and subject to the school's drug and alcohol policy.
4. Possession of drug paraphernalia, e-cigarettes, vape pens, and items that, in the judgment of the School, promote inappropriate use of drugs or illegal substances, is considered a major violation of the Code of Conduct.

Mandatory Drug Screening

In an effort to deter the use of illegal drugs and addiction issues that often are associated with drug use, Archbishop Hannan High School has instituted a mandatory illegal drug screening policy. Every week during the school year, the school will randomly select students for drug testing using a strand of hair taken from their head or body. Refusal by a student or a parent to allow drug testing will result in the student's immediate withdrawal from Archbishop Hannan High School. Archbishop Hannan High School utilizes the services of the Psychomedics Corporation to analyze the student's hair sample. Once a student has been selected for testing, his or her name is returned to the collection pool for possible re-selection at a later date. Additionally, Archbishop Hannan reserves the right to require testing of any student for drugs (including steroids) when the Administration has reasonable cause to believe a student is using drugs or alcohol.

Students who test positive after the first drug screening must comply fully with the following requirements. Failure to adhere to these requirements, by the student or the parent, will result in immediate dismissal from the School.

1. Test results are strictly confidential and will only be shared with the student, the student's parent(s), and the student's counselor.
2. The student must undergo a complete substance abuse assessment, performed by a properly credentialed mental-health provider and approved by the Head of School. The parent is responsible for any costs associated with the assessment. After reviewing the results of the substance abuse assessment, the Head of School may require the student to undertake further professional treatment as a condition of continued enrollment.
3. The student will meet with his or her school counselor on a regular basis.
4. The student will undergo drug testing every 90 days for a period of one calendar year from the date of the initial positive test result.
5. Another subsequent positive drug test will result in the student's dismissal 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.

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.). Upon identification, the school will notify the parents, conduct a drug screening, and refer the student for counseling and treatment at the parent's expense. The Guidance Department will monitor the student's progress throughout the program. The student will undergo regular drug screenings every three months for the next year. A return to using during or after the rehabilitation program, or non-compliance with the program will result in dismissal.

BEHAVIORAL WITHDRAWAL

The school reserves the right to deny or rescind a student's enrollment for the next school year if, in the school administration's opinion, he or she has demonstrated an inability or unwillingness to meet the school's behavioral expectations.

BULLYING/HARRASMENT

Rooted in the Gospel of Jesus Christ, Archbishop Hannan High School is committed to fostering an environment where every student comes to an understanding that he or she was created in God's image and likeness, deserving of dignity and respect. As a result, the School maintains a zero-tolerance approach to bullying of any kind and appropriately addressing all verified incidents of bullying or harassment. A student found responsible for bullying or harassment (following a thorough investigation by the school administration) will be subject to a variety of disciplinary sanctions as warranted by the severity of the infraction, including but not limited to detention, suspension, and expulsion.

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 one of the following:

- 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.

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 Bullying and/or Harassment: This type of bullying and/or 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 one of the following:

- 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: This type of bullying/harassment includes, but is not limited to, the following: 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).

False Accusations

Making a false accusation of bullying, hazing, or harassment undermines the system of trust needed for a school to function. If the school determines that a person has knowingly filed a false accusation, serious consequences will be issued as a result of these actions. If the person making the false accusation is a student, this may include being expelled from the school.

Non-Retaliatio n Policy

If, during or after an investigation of bullying, harassment, or hazing, an individual retaliates against the person making the accusations, or any other people involved in the investigation or incident, the school can and will take serious action. Examples of retaliation include, but are not limited to, social media harassment, rumors, physical property damage, physical abuse, and verbal abuse. If the person retaliating is a student, the school's actions may include being expelled from the school.

CAMPUS AND BUILDINGS

The school strives to provide students and parents with a clean and aesthetically pleasing campus environment. A student who defaces, marks, or damages school property will be subject to disciplinary action.

Students are allowed in the cafeteria, classrooms, offices, library, and gymnasium only in the presence of a staff member. School buildings are open beginning at 7:15 am. until 4:00 PM. Students wishing to use the gymnasium at times other than those when regular activities are in progress must obtain permission from the Athletic Director. Gym shoes are to be worn at all times on the basketball floor.

CELL PHONES

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, underclassmen may access their cell phones to text and check messages at their lockers only. Seniors have the privilege to use their cell phones in and around their lockers.

The unauthorized use of recording devices on phones, iPads or other personal communication devices is strictly prohibited on campus. Students found engaging in unauthorized use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email or other electronic devices will be subject to serious disciplinary action.

The Archbishop Hannan High School faculty, staff, administration and agents are not responsible for any items lost or damaged when taken from a student by the School.

Policy Violation Consequences

- **1st Offense:** The staff member will confiscate the cell phone and submit it to the Dean of Discipline. The student will receive a Saturday School detention and may retrieve the cell phone after 3:15 P.M. on the same day. The Dean of Discipline will notify the student's parent.
- **2nd Offense:** The staff member will confiscate the cell phone and submit it to the Dean of Discipline. The student will receive two Saturday School detentions and may retrieve the cell phone after 3:15 P.M. on the same day. The Dean of Discipline will notify the student's parent.
- **3rd Offense:** The staff member will confiscate the cell phone and submit it to the Dean of Discipline. The student will receive a one-day suspension and may retrieve the cell phone after 3:15 P.M. on the same day. The Dean of Discipline will notify the student's parent.

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.

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 suspensions may be placed on disciplinary probation and/or dismissed from the school. If the decision is made for disciplinary probation and/or withdrawal the school, the parents or guardian, student, and the Head of School will meet, review the situation and the consequences, and the school will provide written documentation of the consequence. The school administration reserves the right to rescind a student's registration at any time.

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.

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 the Dean of Discipline; the 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 Head of School 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 expulsion.

FOOD AND DRINK

Food is not to be taken from the Cafeteria to other areas of campus at any time, unless attending a club meeting or tutoring. When eating in any location, the student is responsible for disposing of trash and cleaning the area before leaving.

Students are prohibited from carrying in or consuming food and drink in the library, computer labs, and all other academic buildings (including hallways). Lunches are to remain in the hall lockers until just before the lunch periods.

GAMBLING

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

IDENTIFICATION CARDS

Ensuring a safe campus is the School's highest priority. Student Identification Cards are a key component of the school's safety plan by providing students access to buildings throughout the campus. They also provide the student access to his or her lunch account and are necessary to purchase lunch. Students are **required** to wear their identification cards using the school-supplied lanyard during the school day. A student must immediately report a lost card to the reception area and purchase a replacement card. There is a \$10.00 replacement cost for each lost card.

MAJOR RULE VIOLATIONS

A student who receives a major violation will be required to serve 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
- Excessive tardiness to school
- Skipping class or school
- Vandalism
- Profanity
- Gambling
- Theft or extortion
- Instigating or participating in fights
- Smoking/Vaping, using, or possessing tobacco products or any type of e-cigarette
- 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.
- Changing a MacBook's assigned password or user profile
- 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. Inappropriate behavior, regardless of when or where it takes place, deemed by the administration as disruptive of the educational process, contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, and has a direct or immediate effect on the discipline or general welfare of the School will result in the same disciplinary action as if it occurred on campus. The Head of School is the final arbiter of all decisions, and if deemed necessary, the School reserves the right to deviate from the regular disciplinary process.

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 on 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)

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. Refusal or failure to follow all assigned consequences is seen as a serious breach of student conduct and may result in the imposition of more serious sanctions, including suspension or expulsion.

- **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 satisfy 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 \$40.00 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 he or she has completed all assigned/missing work 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.
- **Dismissal/Expulsion:** Dismissal, or expulsion, is determined solely by the Head of School, 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 administration reserves the right to search a student's person, locker, purse, back pack, cellular telephone, automobile, personal technology device(s), and computer without prior notice at the discretion of the Dean of Discipline or the Head of School. A same-sex administrator, in the presence of a same-sex witness whenever possible, will oversee the search of a student's person. Refusal to consent to a search may be considered grounds for immediate expulsion.

SKIP DAYS

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

SMOKING, CHEWING TOBACCO, AND VAPING

Archbishop Hannan High School is a smoke-free campus. The use of tobacco or vaping/e-cigarette products is forbidden anywhere on school property or during a school function. Students are not permitted to have any tobacco, tobacco-related products (smoking or chewing), vaping/e-cigarette products, 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.

Because vaping products are sometimes used to smoke illegal substances, students found vaping on school grounds may be required to undergo mandatory drug testing.

SOCIAL MEDIA POLICY

When using social networking sites, email or text /instant messaging systems of any kind, students, parents, and family members must consider the impact on themselves and on other members of the community and be mindful of the of the following:

- Any posting that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community or creates an environment that is contrary to the values of the School, will be investigated and considered a serious violation of the

School's harassment and bullying policies no matter when or on what system it was created or transmitted.

- Students, parents, or family members may not use disparaging digital video recordings of Archbishop Hannan community members either on campus or at off-campus events without the participant's consent.
- Postings on anonymous sites that violate School norms and rules will be investigated.
- Students, parents, and family members should not post anything personally compromising that could then be linked to the School.
- Students should be aware that many college admissions offices and future employers will look at applicants' social networking sites and be aware of the repercussions of postings.
- Students, parents, or family members 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 determined by the school administration.
- Students, parents, or family members posting information on any website, social networking site, bulletin board, chat room, email or other messaging system in reference to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person inappropriate references about the school and/or its students, faculty, staff, administrators or any member of the school community will be subject to disciplinary action, including suspension or expulsion of the student.
- Students, parents, and family members may not use the name or logos of the School for any posting without written permission from the Head of School and may not use the logos or copyrighted material of any other person or organization without appropriate permission.
- Students may not send "friend" or "link" requests to employees of Archbishop Hannan High School. In addition, parents/students must report to the Head of School any such request made by an Archbishop Hannan employee to a student.
- Electronic and telephone communication between faculty, staff and students is limited to School sanctioned online tools.

TARDINESS

Any student arriving late for school must report to the Attendance 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. After three unexcused tardies, the student will serve a detention for each subsequent unexcused tardy.

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.

THREATENING STATEMENTS

Archbishop Hannan High School responds to threatening statements, whether verbal or online, very seriously. Statements such as “I was just kidding” or “I didn’t mean it” are not acceptable excuses. Any student, faculty, or staff, who make threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended or dismissed from school. Additionally, the individual must undergo an evaluation, by a counselor of the School’s choice, to establish that the individual is safe to return to school and they may be referred for further evaluation or counseling. This policy applies to incidents on and off campus.

VANDALISM

Vandalism involving damage to school property or property of a fellow student will be dealt with according to the gravity of the situation. The student(s) responsible bear(s) all financial responsibility resulting from the vandalism. 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) (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 REGARDING TECHNOLOGY

The following expectations for utilizing technology (all computers, laptops, and 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*.

- Students are responsible for updating the apps/software on their assigned MacBook on a periodic basis as instructed by the Technology Department. Student who fail to update their MacBook, as directed, risk losing use of the MacBook or other disciplinary sanctions.
- Student access to networked computers or Macbooks is required for completion of coursework at Archbishop Hannan. Accordingly, student use of networked computers and Macbooks 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.
- 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.
- Students are prohibited from bringing any form of laptop or tablet device to school.
- Students may not bring or use anything that creates a personal “hotspot” and bypasses the school’s internet server.

- 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.
- Each student is given access to a cloud-based folder on 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.
- All contents on the student Macbook will be deleted by June 1st of each year. Students are responsible for saving information that they do not wish to be deleted to their Dropbox account.
- 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.
- Students may not modify or remove any hardware or software on school computers. This includes, but is not limited to, printers, desktop settings, or Apple/MacBook user profiles.
- 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.
- Students shall not attempt to access restricted resources, while at school or at home, through any school-issued technology.
- Student use of computers, laptops, and tablets 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.
- Local computer hard drives are not to be used for saving personal files.
- Printers may be used only for school-related materials, except with expressed permission of a member of the faculty or staff.
- 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.
- Archbishop Hannan student internet access is not intended for commercial purposes.
- Any on-campus use of technology, including personal cell phones, iOS or android-based watches, 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, MacBooks 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.
- Violation of these policies is considered a major school offense and may result in Saturday School, suspension, or expulsion.
- Students with repeated and/or multiple IT or AUP violations are subject to disciplinary consequences including, but not limited to, the suspension of Macbook privileges.

GRAPHING CALCULATORS

The following classes require the use of a graphing calculator: Advanced Math, Algebra II, Calculus, and Statistics. The School provides the option of renting a graphing calculator for an annual fee of \$20. Students renting the calculators are expected to abide by the following terms:

- The calculator is the property of Archbishop Hannan High School;
- The graphing calculator will be provided in good working order. The student will return it at the end of this course in good working order;
- Students are responsible for bringing the calculator to class every day.
- Student will provide batteries for the calculator;
- No programs, applications, or games are permitted to be loaded onto the calculators.
- Calculators must be returned at the end of the academic year;
- Students will be charged for a lost calculator (see below);
- Students are responsible for any loss/damage to the calculator during the rental period. The fee for a lost calculator fee is \$100. There is also a \$50 fee for any damaged calculator.

HELP DESK

The Technology Department Help Desk provides students and faculty with assistance using their MacBooks and other school-issued technology. The Help Desk is located on the second floor in the IT Department Office (opposite the elevator). 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.

MACBOOK AIR

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

Cases

All MacBooks must be kept in a protective case **at all times**. In the event the MacBook is damaged beyond repair, the student will be charged for all replacement costs.

Damaged MacBooks

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

MacBook Passwords and User Profiles

Students may not change their assigned MacBook password or alter/replace their user profile on their MacBook. Students may not share their 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. The rules, policies, and expectations that follow apply to all athletes and members of the Hannan community.

Sport programs at Archbishop Hannan High School are based on the policies of the Louisiana High School Athletic Association and those provided by the School's Administration. All students are subject to the policies and guidelines set forth by the LHSAA (lhsaa.org) and those found in the *Student-Parent Handbook*. Violation of the guidelines listed in this section, the *Student-Parent Handbook*, or the team's rules may result in the following consequences:

- Suspension from practice or practices
- Suspension from a contest or contests
- Dismissal from the team.

Sanctions are at the discretion of the coaching staff, Athletic Department and School Administration.

THE MISSION OF THE ATHLETIC PROGRAM

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.

ACADEMIC ELIGIBILITY

Students with a "D" or an "F" after a reasonable amount of assessment time may not be excused from those class(es) to participate in any athletic event or activity.

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) and/or one "F" on a quarter report card are placed on Academic Warning. Students on Academic Warning may participate on an athletic team.

Academic Probation

Academic Probation is identified as a time of concern for the student's academic progress. Students with quarter GPA below a 1.75 and/or with two failing grades are automatically placed on Academic Probation. Student will be ineligible to compete or practice in school sanctioned extra-curricular athletic events 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.

Academic Exclusion

Academic Exclusion indicates that the student has earned a 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. 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.

ATHLETIC TEAMS

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

- **Girls:** Volleyball, Cross-Country, Swim, Basketball, Soccer, Powerlifting, Track, Golf, Softball, Bowling, Cheer, Dance Team.
- **Boys:** Football, Cross-Country, Swim, Wrestling, Soccer, Basketball, Powerlifting, Bowling, Tennis, Track, Golf, Baseball

ATTENDANCE AND PARTICIPATION

A student absent from school or dismissed early (missing more than three periods in the school day) is ineligible to participate in athletic team practice, strength and conditioning, or compete in athletic contests on that particular day. A student must be in class before the start of fourth (4th) class block of the day and may not leave school before the end of the school day to be eligible to participate in that day's activities.

Any student suspended from school shall not practice or participate in any sport until that student is allowed to return to school.

The only exception to the class attendance policy described above are those students attending school-sponsored events, a doctor's appointments (with proper documentation), a funeral or other situation approved in advance by the Athletic Director. Exceptions are made exclusively at the discretion of the Administration.

CHANGING SPORTS MID-SEASON

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.

CODE OF CONDUCT FOR ATHLETES

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. 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. Their actions on and off the court reflect on the school. As such, we expect our athletes to abide by a strict Code of Conduct:

- 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.
- Hannan athletes recognize that they must demonstrate intellectual competence and on and off the field of competition.

COMMUNICATIONS (COACH-STUDENT)

Private communication via private text messages, private email, or social media between a coach and an individual student is never permitted. Coaches and athletes may only communicate using the school-approved group texting Remind App or using the school email account (hannanhawks.org). Violations of this policy should immediately be reported to the Athletic Director.

COMMUNICATIONS (COACH-PARENT)

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. 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.

Communication You Should Expect from the Coach:

- His or her coaching philosophy;
- Expectations 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.

Appropriate Topics 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.

Inappropriate Topics to Discuss with a Coach:

Archbishop Hannan is committed to ensuring all our coaches are well-trained in their particular sport and understand the school's mission and athletic philosophy. Their decisions are based on their professional opinion, what is best for the team, as well as the individual athlete's skill-level. The following topics are left to the sole discretion of the coach:

- Specific athlete playing time;
- Game/Competition strategy;
- Discussions regarding students (other than your own), parents, and gossip/innuendo;

- Discussion regarding roster selection, starting lineup, captains, and other student-athletes;
- The Coach, Athletic Director, and/or Head of School will not enter into a discussion with a parent regarding selection of team members. Selection of the team is left up to the coaching staff.

Resolving Disputes with a Coach

If direct discussion with a member of the coaching staff is required, parents must follow the process outlined below:

- Contact the coach directly to set up a personal and private appointment and resolve the specific valid concern. It is never appropriate to confront a coach before or after a practice, a contest, or a team function.
- If the coach fails to schedule/attend a meeting or the meeting does not provide a satisfactory resolution to the issue, the parent should contact the Athletic Director to schedule a meeting.
- The Athletic Director will keep the Head of School informed of the situation and if a satisfactory resolution is not found, the parents may schedule a meeting with the Head of School.

DRESS CODE

Athletes will dress appropriately and neatly on all trips and during practices.

EARLY DISMISSALS

It is the **student athlete's responsibility** to communicate with teachers in regard to early dismissal and possible missed work for athletic events. The athlete must remain in class until the assigned release time.

INJURIES

Archbishop Hannan Athletics takes very seriously the health and safety of all our student athletes. In order to provide the best possible care, the school employs a full-time athletic trainer. The training room is located in the school gym. Students are responsible for reporting all injuries without delay to their coach and the school trainer. Failure to do so may result in no insurance coverage. Athletes who have injuries that require medical attention by a physician cannot return to practice or participate in contests until they have received a signed release by their physician.

LETTERING GUIDELINES

- 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.
- 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.

PARTICIPATION REQUIREMENTS

Each sports program will develop and communicate its own specific policy regarding participation requirements. This policy will include conduct, game day dress, sportsmanship, etc. For the good of the team, the coach has the authority to ask a student to leave the team if he or she is unable, for whatever reason, to meet the stated requirements.

Archbishop Hannan students may concurrently participate in Archbishop Hannan sponsored co-curricular activities as well as other athletic activities. Coaches have the prerogative to establish consequences when players miss practices or games. These consequences should be shared with participants at the beginning of the season.

PHYSICAL EXAMINATIONS

The LHSAA and Archbishop Hannan High School require that all student athletes undergo a thorough physical examination every year prior to participating in any athletic team. The athlete is responsible for ensuring his or her physician completes the LHSAA *Physical Examination Form* (available on the school's website). In addition, the athlete is responsible for turning in all LHSAA required forms, as well as the *Emergency Contact Form* to the Athletic Director before the first day of practice. An athlete may not participate in any practice or training until the Athletic Director has received these forms.

SPECTATOR EXPECTATIONS

In line with the mission of Archbishop Hannan High School and our commitment to living out the Gospel, all members of our school community are responsible for creating a positive and supportive environment for our opponents and all who attend our athletic contests and practices. Parents and students are responsible for the behavior of their guests at all Archbishop Hannan High School events. The following behaviors are never permitted and may result in the removal of the parent, student, or guest from the game.

- Attempting to (rudely) distract an opponent,
- Yelling at or calling out personal information about an opposing player,
- Yelling obscenities or inappropriate language at, or in reference to, an official,
- Hostile verbal/non-verbal exchange with other spectators, players, or officials,
- Inappropriate or abusive language, including "sound-a-like" chants,
- Throwing objects in the stands or onto the playing area,
- Purposely blocking the view of others,
- Entering the playing area during and after the contest,
- The use of or behavior under the influence of alcohol or illegal drugs,
- Any behavior that is disruptive or rude and takes the focus away from the game,
- Repeated or egregious infractions may result in the permanent banning of the parent, student, or guest from Archbishop Hannan athletic events.

SPORTSMANSHIP

Any student ejected from a contest shall meet with the head coach and the Athletic Director to determine the circumstances surrounding the ejection and possible sanctions.

TEAM TRYOUTS

The School will sponsor a team information night for parents and prospective student athletes. Attendance at the information night is mandatory. During the session, staff will explain the School's philosophy of athletics and coaches will provide an explanation of his / her expectations and guidelines for tryouts. It is the duty of the student to demonstrate to the coach that he can fulfill the required expectations. If a student is not selected for a team, he may contact the coach personally for an explanation. Students not selected are encouraged to explore other sport opportunities.

The coaching staff of each sport has the sole responsibility for selecting the members of the team, determining the level of play beneficial to the development of each player, and the amount of playing time. Player concerns should be addressed first between the player and coach. If a resolution is not achieved, parents may schedule a meeting with the coach. If a resolution is not reached between the athlete, parent and coach, the matter may be presented to the Athletic Director. Parents/students should not contact the Head of School regarding athletic concerns until all other possibilities have been exhausted. The Head of School is the final arbiter of all concerns in this area.

TRANSPORTATION

All athletes will travel as a team from Archbishop Hannan High School to all sporting events. Athletes are expected to remain with the group and ride the team bus to and from the site of the game unless arrangements have been made and have been approved by the coach and Athletic Department at least 24 hours before the beginning of the event. Buses will bring all athletes back to Archbishop Hannan after the event for pick-up. Parents who attend the event and want to take athletes home **must** talk to the coach in person before leaving the site. Athletes may leave **only with** their own parents/guardian.

Athletes wanting to use alternative transportation (to/from practice only) need to make arrangements with the head coach in advance. Whether or not the athlete is allowed to use alternative transportation is at the sole discretion of the coach. Athletes are only permitted to drive their siblings to practice. They may not transport other students.

UNIFORMS AND EQUIPMENT

Athletes are responsible for the proper care of all uniforms issued by Archbishop Hannan High School. All washing should be done in cold water in an attempt to prevent colors from bleeding or running. Please **do not** wash the uniforms in hot water. Pre-wash products should be used when necessary. The athlete will be responsible for the replacement cost for any lost uniforms or uniform damage beyond normal wear and tear.

Athletes are also responsible for the proper care of all Archbishop Hannan High School equipment. Any equipment issued to an athlete should be returned in the same condition as when it was issued. The athlete will be responsible for the replacement cost for any lost or damaged equipment. Normal wear and tear will be considered.