

# Archbishop Carroll High School

2023-2024



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*Front Cover created by Michael Franz.*

## **INTRODUCTION**

The following procedures, rules and regulations will help direct you, and are intended for your personal welfare, as well as for the common good of the entire student body. They further the extension of, and the implementation of the Mission of Archbishop Carroll High School.

## **ARCHBISHOP CARROLL'S MISSION STATEMENT**

**Archbishop Carroll High School is a welcoming Catholic community intentional in the holistic formation of its students for a life of virtue, academic excellence, and service to the common good.**

## **DIVERSITY AND INCLUSION STATEMENT**

Archbishop Carroll High School welcomes students and families of any race, color, gender, religion, ethnic origin, socio-economic background and from any geographical region. All members of our community will be loved as children of God and extended all the rights, privileges, programs, activities and opportunities generally afforded to students at our school.

We believe that equal opportunity is paramount and every student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every student has the opportunity to flourish.

Since every person is a gift from God and worthy of our love and respect, harassment in any form, including race, gender, religious belief, nationality, disability, sexual orientation or socio-economic status will not be tolerated within our community.

## **PHILOSOPHY OF EDUCATION FOR ARCHBISHOP CARROLL HIGH SCHOOL**

Archbishop Carroll High School is a Catholic, coeducational school located in the Archdiocese of Cincinnati. Influenced by the leadership and patriotism of the school's namesake, Archbishop John Carroll, competent and caring educators intentionally form a Catholic community with one another and with the young men and women they teach. Within this value system of Catholic beliefs, the educational process unfolds.

The community of Archbishop Carroll strives to develop each student intellectually, physically, and spiritually. By providing a quality education, involving students in a variety of learning experiences, and fostering the ability to make responsible choices, we prepare students to meet their own needs and those of the society in which they live. To this end, Archbishop Carroll High School provides a broad spectrum of course offerings, academic and spiritual guidance, and numerous opportunities for student development through service-oriented projects. Educators in our school promote total growth of students not only by what they teach but also by who they are. This role modeling, coupled with instructional excellence, is the heart of Archbishop Carroll's program. Working in partnership with parents and community, we as a school, will endeavor to prepare students to be followers of Christ and seekers of knowledge.

## **PROFILE OF A PATRIOT**

An Archbishop Carroll Patriot is faithfully called to model the teachings of Jesus Christ in seeking truth, honor and justice. A Patriot embodies the whole person; mind, body, and spirit. A Patriot multiplies joy, displaces friction and discord with harmony, judges not by appearances, but by character. A Patriot aspires to scholarship, reasoning, judgement, discovery—for a Patriot knows curiosity and enthusiasm can only enlarge the scope of the mind. A Patriot is faithfully fair, chooses honesty in all things—their word a reliable bond. A Patriot puts the needs of others above their own and strives for betterment in not only themselves but their community. A Patriot proudly stands on the shoulders of those who came before, always prepared to lift up those who follow. A Patriot looks for the good everywhere and in everyone—and finds it.

## **ARCHBISHOP CARROLL'S NAMESAKE**

John Carroll was born in Upper Marlborough, Maryland on January 8, 1735. After being educated in Europe, he joined the Jesuit order in 1753. He returned to America in 1774 and joined the cause for American independence. His cousin, Charles, was a signer of the Declaration of Independence in 1776 and his brother Daniel signed the United States Constitution in 1787.

In 1784, John Carroll was appointed Superior of the Mission for the new American Republic upon the recommendation of Dr. Benjamin Franklin. He became the first bishop in the United States in 1789 when Pope Pius VI confirmed him as the Bishop of Baltimore. He founded both Georgetown University and St. Mary's Seminary in 1791. In 1808, Pope Pius VII elevated John Carroll to Archbishop. Archbishop John Carroll died on December 3, 1815 and is buried in Baltimore.

## **THE ARCHBISHOP CARROLL HIGH SCHOOL HOUSE SYSTEM**



### **I. THE NATURE OF THE HOUSE SYSTEM**

Through the establishment of the House System each student becomes part of a family room that provides stability, positivity, and inclusion; all of which create a successful learning environment. The primary purpose of the House System is to further the mission of the school by providing greater pastoral care to all students, providing academic support, training our students to become leaders, and strengthening our sense of community. Each student is assigned to one of six houses. In each of the six houses, there are approximately 120 students split into six family rooms. Every house contains members of the faculty and staff to mentor and provide support to all students.

No matter what house a student belongs to, we are all Archbishop Carroll Patriots first committed to furthering the mission of Christ in our school, community, and the world.

### **II. PREAMBLE**

The Archbishop Carroll High School community will pursue our core mission of preparing students to serve God and others through the establishment of a House System, namely, to provide a vibrant student led community. Upon this foundation, with God helping us, we will pursue more fully and serenely the formation of each student's mind, body, spirit, and imagination.

### **III. HOUSE MISSION STATEMENT**

The house system assists each student in becoming an active member of the Carroll High School family as it promotes excellence in school spirit, builds community, grows our spirituality, and supports academic achievement.

The purpose of the House System at Carroll High School is threefold:

1. To provide for the pastoral care and promote active participation in the school's charism and mission.
2. To encourage students to build strong relationships founded upon cooperation and mutual respect; and to provide a forum in which each student can develop as a virtuous leader.
3. To provide the best education in order to best serve the common good.

### **IV. HOUSE LEADERSHIP**

House System Directors- Mrs. Jill Kilby and Mrs. Martha Saurine

Baltimore House Deans – Mrs. Marcy Hughes

Charity House Deans – Mr. Tony Stefanek

Gonzaga House Deans – Mr. Michael Franz

Mercy House Deans – Mrs. Tara Ashworth and Mr. Chris Sorrell

St. Mary's House Deans – Ms. Sarah Lesiak

Trinity House Deans – Mrs. Liz Emser and Mrs. Allison Ford

### **BANNERS AND MOTTOS**

At Archbishop Carroll High School, it is a tradition for each freshmen class to display its own unique class banner, accompanied by a motto. The banner is meant to serve as a symbol of the students' values as Patriots and is created in collaboration with the freshmen class council. The banner is proudly displayed in the building, leaving a legacy for each graduating class.

### **ARCHBISHOP CARROLL'S FIGHT SONG**

We're the Carroll team

And we're right on the beam –

Always fighting right down to the end.

We're out to gain our high school fame –

So watch out you (Knights...), Beware!!

All our fans are true to the red, white and blue

And all our foes will hear us say

“Better step aside, we'll do or die –

Keep your eye on Carroll High!”

### **ARCHBISHOP CARROLL'S ALMA MATER**

Voices ringing in a pledge of loyalty

To our great Alma Mater, we promise fealty.

All days, always in the things we do,

We will show your spirit and be true.

Hail, Carroll, to you.

We praise thee, Carroll High,

May you be always blessed.  
Your sons and daughters now  
Share your happiness.  
Voices ringing in a pledge of loyalty  
To our great Alma Mater, we promise fealty.  
All days, always bearing cross or crown,  
We shall prove our love for God above  
And, Carroll, for you!

## **PASTORAL CARE AND MINISTRY**

### **EXPECTATIONS AND INTRODUCTION**

The mission of Archbishop Carroll High School's Campus Ministry "Revolution" is to promote the participation in the life and mission for the Church by providing opportunities of spiritual growth, serving the larger community, and knowing Christ more fully through our rich tradition of liturgical celebrations. These aspects of campus ministry are committed to forming leaders for our Church and civic community.

Students of all faith traditions add to the richness of campus ministry programming and are encouraged to fully participate. All students, regardless of religious affiliation, are encouraged/expected to attend annual retreats, school liturgies, and to volunteer for service.

To get detailed information on all opportunities available to your student please go to the Archbishop Carroll High School website under **Ministry and Student Life**.

### **LITURGY AND PRAYER:**

Prayer is at the heart of our Catholic faith and our school community. The entire school community gathers for Eucharistic celebration and other forms of prayer at least once a month. Weekly prayer is held in the chapel every Thursday morning which includes: Mass, liturgy of the hours, Lectio Divina and the Rosary. Students plan and perform most ministries in our liturgies. Each house is expected to hold a prayer service every semester.

### **Parents are always welcome to join us for Mass.**

Attendance at Mass is one of the most important components to a Catholic education and to build the faith community, therefore it is highly discouraged to intentionally schedule off-campus appointments to coincide with Mass times.

### **RETREATS**

A significant way to come to know Christ more fully is through retreats, thus a comprehensive retreat program is offered for each grade level. As students mature, the level of intensity of the retreat experience increases. This enables our students to grow as young men and women of integrity and character rooted in a relationship with Christ while fostering a deeper sense of community within their class.

Freshmen are assigned to attend one of two retreat days according to their religion teacher. (school day)

Sophomores are assigned to attend one of two retreat days according to their religion teacher. (school day)

Juniors are randomly assigned to attend one of four overnight retreats. (Sunday noon - Monday 3:00 p.m.)

Seniors, although not mandated, are strongly encouraged to attend one of three P.A.T.S. (Praying and Thinking Spiritually) retreats (Wednesday 3:30 p.m. - Friday 5:30 p.m.)

All retreats are held off-site and permission forms are required. Fees for retreats are covered under student tuition fees, except for the senior retreat which can be added to the student's tuition when attending. A full description of the retreat program is available on our website.

## **SERVICE**

**Inspired not required** is our service motto. Service is an important dimension of forming students as disciples and living out the commandment of Christ to "love one another." A variety of service projects are offered throughout the year. All students are encouraged and invited to participate in service and ministry. Archbishop Carroll uses the [my.innerview.org](http://my.innerview.org) website to track and record service hours. This website can also be used to view all service opportunities.

### **Revolution Awards - Annual Service Recognition Awards**

Red Certificate: 25-49 Service Hours in one year

White Certificate: 50-74 Service Hours in one year

Blue Certificate: 75-99 Service Hours in one year

Revolution Certificate: 100 or more Service Hours in one year

### **Graduation Cord**

Students who perform at least 300 Service Hours throughout their time as students at Archbishop Carroll receive a Red, White, and Blue Cord to wear during graduation.

## **GUIDELINES FOR STUDENT ACADEMIC SUCCESS**

### **I. ACADEMIC HONOR CODE**

As a student at Archbishop Carroll High School, I believe that my integrity and moral compass are paramount to academic success; therefore, I agree to the following academic code of conduct:

1. My answers on assignments and assessments will be my own work.
2. When given permission to collaborate on assignments or assessments, I will take an active role in their completion.
3. The work I do is my own, therefore, I will not share any materials from any course I have taken regardless of the school year it was completed.
4. I will not engage in any activities that will dishonestly improve my results or affect the results of others.

### **II. ACADEMIC INTEGRITY VIOLATIONS**

It is expected that all students at Archbishop Carroll High School strive to be people of integrity. Cheating, forgery, inappropriate collaboration, and plagiarism will not be tolerated. Taking another's ideas and passing them off as one's own; summarizing and paraphrasing without citing a source is also unacceptable. Academic integrity violations on tests, quizzes, and major projects encompass, but are not limited to, the following:

1. Failure to cite borrowed ideas and thoughts in quotations or on bibliography/work cited page.



2. Giving or receiving information (orally, visually, electronically, etc.) during test or quiz situations.
3. Bringing prepared materials (i.e. notes on cheat sheets, hands, arms, clothing, or study guides) to the testing area. Using said materials and/or having them visible with or without intent.
4. Revealing test information to other students inside or outside of the test area.
5. Copying or allowing another student to copy all or part of any assignment.
6. Memorizing answers from another person's previous version of a test or quiz and using those answers on your test or quiz.
7. Plagiarism: Copying material from another source (i.e. printed materials, books, the internet, electronic files, etc.) and submitting it as if it were one's own. Students knowing of these activities are expected to inform a faculty member or administrator.
8. It is forbidden to use artificial intelligence text-generating programs. Such programs as ChatGPT, etc. are considered an act of plagiarism. Teachers will be checking student work compared to sites that check for "AI" generated essays/papers.
9. Any cell phone, smartwatch, Bluetooth earbuds, if any other technology not approved is out for any reason during a test/quiz, an automatic academic violation will occur.

**Consequences for Academic Integrity Violations on major projects and tests:**

These violations will apply to the student's entire career at Archbishop Carroll.

**First Offense:** A zero on any work related to the incident with no opportunity to make up the work for credit, and ten demerits. Parents will be notified.

**Second Offense:** A zero on any work related to the incident with no opportunity to make up the work for credit, an additional ten (10) demerits. Parents will be notified.

**Third Offense:** Expulsion from Archbishop Carroll High School.

**Academic Integrity Violations on homework or other minor projects:**

A first offense will result in five (5) demerits, a zero on any work related to the assignment and parents/guardians will be notified. A second offense will result in a second Major Academic Violation. All academic violations will apply to a student's career at Archbishop Carroll High School.

### **III. ATTENDANCE POLICY:**

Daily attendance is required of every student. Regular, on time attendance is vital to the student's health, well-being, and overall social development. Daily attendance provides the best and most effective tool for academic success during the student's high school career. It is the student's responsibility to be present, and on time to school every day.

**Student Absence:**

1. In the event a student is absent (or tardy), the parent must phone the office (937) 253-8188 extension 0 no later than 8:30 a.m. the morning of the absence or tardy. (email is also an acceptable form of communication, email [attendance@carrollhs.org](mailto:attendance@carrollhs.org))
  - a. **Re-admittance Procedure:** After any school/class absence, the student must present a note to the office upon their arrival to school in the morning. The note should indicate the day(s) absent and the reason(s) for the absence(s). This note should be written and signed by a parent or

guardian. A doctor's note is also acceptable. You may email notes to [attendance@carrollhs.org](mailto:attendance@carrollhs.org).

- b. **Absent Note Requirement:** The student has four (4) days to present an absence note. Every day a note is not presented, a demerit will be issued. If a note is not presented on the fifth day from the absence, a detention will automatically will be issued.
  - c. If it is necessary for a student to leave school during the day, the parent/guardian must send a written note or email requesting an early dismissal.
2. More than five absences from any class period during a quarter will be deemed excessive. The student must make up all the work that is missed. A Saturday School (regardless of academic standing) will be issued once the student has received more than five absences in a class period during a given quarter.
  3. After a student accumulates ten absences in a quarter, the student and parent will be required to meet with the Absence Intervention Team. The student will be placed on an attendance contract. Additional absences will result in further consequences levied by the Assistant Principal and the Dean of Academics. Such action can lead to loss of credit and/or withdrawal.
  4. Truancy (defined as missing the school day-partial or full, without parental and administrative approval) is an automatic school suspension and the student is issued thirty (30) demerits.
  5. Missing class/school for family funerals, **school sponsored activities** such as: retreats, field trips, shadow hosting, 8th grade days, etc. will be counted as official school absence, and will not be counted against the student's absence total. Work must still be made up on a 1 to 1 ratio, for any missing time.
  6. Missing for Non-school related activities such as tournaments, non-approved college visits, vacations, etc. students must fill out the "Teacher Notification Form for Absence" two full school days prior to your scheduled event. Failure to do so will lead to demerits being issued. **These absences will count toward a Saturday School. (see #2 under Student Absence)**
  7. Parents are strongly urged to schedule their family vacations so as not to interfere with school attendance. This is particularly true with vacations at Christmas, Easter and at the end of the year when semester examinations are given.
  8. Organized skip days are not permitted and students participating in such days with or without parental permission will be truant. (Please refer to #4 for disciplinary action for truancy)
  9. Students must be present for half of the school day to be eligible for after school co-curricular activities; students must arrive by 11:30 a.m. or be present for 4 periods of instruction (\*Exceptions may be given for special schedules.)
  10. Students taking College Credit Plus courses must adhere to the policies set forth by Sinclair as well as Archbishop Carroll policies, listed in the Program of Studies.

### **Tardy:**

1. Students who are tardy at the start of the day must report to the main office for an admittance slip by 8:15 a.m. A parent or guardian must call (937) 253-8188 extension 0 before 8:30 a.m. with an explanation of the student tardy. **If a student arrives after 8:15am the student will be counted as absent from 1<sup>st</sup> period.**

2. A student will be issued a demerit from the main office for each tardy to school.
3. Students who are tardy for class in the course of the school day are to be given a demerit for their tardy by the teacher.

### **College Visits:**

Sophomores and Juniors are allowed two college visits per year. Seniors are allowed three college visits per year. Students must complete the College Visit Checklist for permitted college visits.

### **Make-Up Work:**

1. Students must make up work they missed. It is the student's responsibility to plan for this make-up work with the teacher on the day the student returns to school. Work should be made up on a 1 to 1 ratio (one day absent; one day to make up the work). Example: If you are absent on Monday and you return on Tuesday, Wednesday would be considered the one day for make-up and all assignments would be due on Thursday.
2. A student who does not make up work on the 1 to 1 ratio and/or not schedule time to make up an assignment with a teacher on the day they return will be given a ZERO for the missing work.
3. In the event a student will be out of school for a pre-arranged extended period of time (example: vacations) teachers are **NOT** required to give work in advance.

## **IV. THE NATIONAL HONOR SOCIETY**

The NHS has a very selective membership, limited to those students judged by a faculty board to be outstanding in scholarship, leadership, character and service. The moderator will provide additional information about NHS membership in the fall of each year.

In order to be considered for Archbishop Carroll High School's National Honor Society, the following criteria must be met:

1. The student must be a junior or senior.
2. The student must have attended Archbishop Carroll for at least one semester.
4. The student must have a GPA of 3.7
5. The student must have received fewer than ten demerits per semester each semester of the previous two semesters.
6. The student's character must be exemplary.
7. The student must exhibit an enduring commitment to the qualities of leadership and service at Carroll and/or in the community.
8. The student must meet all published application deadlines, and be approved by the faculty council.

## **V. ACADEMIC POLICIES**

### **Report Cards**

A special evaluative report is made in each subject two times each semester. This report includes the student's progress, effort and present status in the course. Status is indicated by a letter grade and the final status is the final grade in the course.

### **Honor Roll**

Throughout four years at Archbishop Carroll High School students receive recognition for academic achievement. The student honor roll and GPA are based on the courses within the seven period day only and are determined in the following manner:

Letter grades are converted to corresponding point equivalents: for Honors courses,

A=5, B=4, C=3; in regular courses, A=4, B=3, C=2. After grades are issued, point equivalents are multiplied and averaged. The result is the student's weighted grade point average. If the student's weighted GPA is 3.5 or above, he/she is on the Archbishop Carroll Honor Roll. During the Awards Assembly, certificates and medals are presented to those students who have attained honor roll status. Students merit the *honors* medal after two semesters; the *high honors* medal after four semesters; the *scholarship* medal after six semesters. Having been on the honor roll for all eight semesters, the student earns the *scholarship* medallion which is worn at the graduation ceremony.

Valedictorian and Salutatorian are chosen according to the number one and two positions in class calculated after the third quarter of senior year.

In computing honor roll for a transfer student, the grade equivalent must be the same or higher than Archbishop Carroll High School's requirements. The student is responsible for submitting proper credentials to the Counseling Center in such a case.

### **Semester Examinations**

Semester examinations are administered at the end of each semester and are considered to be a vital part of the evaluation of the learning process. All students are expected and required to be present for exams. Exams are worth 20% of a student's semester grade.

### **Failure Policies**

1. A student who has failed courses equaling one and one-half credits may be asked not to return.
2. If a student fails within the year, a course required for graduation, that course credit must be made up during the summer prior to the following school year.
3. A student who fails a religion course will be required to take Theology Credit Recovery in the summer.
4. A senior who fails a required course must make up the required credits before the diploma can be awarded.
5. A senior who fails a non-required course can still graduate, provided he/she earns the required credits and has 23 total credits.
6. At the end of the year, students who have failed a course are notified and appropriate recommendations are mailed to parents.
7. After the first 5 days of each semester, a student who wishes to drop a course will receive an "F" for the course, unless, they present a serious extenuating circumstance, and or obtain permission from the administration.
8. Seniors who are more than a half credit short of graduation requirements will not be allowed to participate in commencement.

### **Academic Intervention**

Students who have two or more F's or a combination of four D's and F's at any grade check period may be placed on Academic Intervention to monitor their academic progress.

1. Student progress on Academic Intervention will be monitored by the counselor.
2. If placed, students must remain on Academic Intervention for a minimum of four weeks and may be removed when they are passing all classes.
3. Students will be required to attend study tables monitored by the Dean of Academics. Failure to comply with Academic Intervention may result in the student being asked to leave Archbishop Carroll High School.

### **GRADUATION REQUIREMENTS**

1. **Course Completion:** Students must successfully complete a minimum of 23 course credits. These credits must include:

|                    |   |
|--------------------|---|
| Religion           | ½ credit each semester at Carroll High School |
| English            | 4 credits                                     |
| Mathematics        | 4 credits <sup>1</sup>                        |
| Social Studies     | 3 credits <sup>2</sup>                        |
| Science            | 3 credits <sup>3</sup>                        |
| Health             | ½ credit <sup>4</sup>                         |
| Physical Education | ½ credit <sup>4</sup>                         |
| Computer Science   | ½ credit <sup>4</sup>                         |
| Fine Arts          | 1 credit                                      |
| Financial Literacy | ½ credit <sup>5</sup>                         |

<sup>1</sup> *Mathematics credits must include one credit of Algebra II or the equivalent of Algebra II*

<sup>2</sup> *Social Studies credits must include ½ credit of World History, ½ credit of US History and ½ credit of Government*

<sup>3</sup> *Science credits must include one credit of Physical Sciences, one credit of Life Sciences, and one credit of advanced study*

<sup>4</sup> *Recommended to be completed by the end of junior year*

<sup>5</sup> *Classes of 2024 & 2025: The Financial Literacy requirement can be met by taking one of the following courses: Personal Finance, Honors Personal Finance, Intro to Economics, or AP Macroeconomics. Class of 2026 and beyond: The Financial Literacy requirement can be met by taking either Personal Finance or Honors Personal Finance.*

2. **Competency Demonstration:** Students must earn a competent score of at least 684 on the Ohio High School Algebra I and English II tests. Students who do not demonstrate competency on the test will be offered additional support, and must retake the test at least once. If unable to demonstrate competency on the test, the following options could replace this requirement: enlist in the military, earn a “remediation free” score on the ACT/SAT in the area needed, or earn college credit for a course in the needed area of Mathematics or English.

3. **Readiness Demonstration:** Students must earn at least two seals with one being defined as an Ohio seal.

a. Citizenship Seal (Ohio) – earn a score of proficient or higher on both the US History and Government EOCE or a “B” or higher in US History and Government. Students are allowed to mix and match test scores and grades.

b. College-Ready Seal (Ohio) – earn a remediation free score on ACT or SAT

c. Community Service Seal (Local) – complete 160 hours of community service documented in Carroll’s community service tracking system over four years in high school by May of senior year

d. Honors Diploma Seal (Ohio) – see Ohio’s Academic Honors Diploma on page four

e. Military Enlistment Seal (Ohio)

f. Science Seal (Ohio) – earn a score of proficient or higher on the Biology EOCE or a “B” or higher in an Advanced Science course (*all third-year Science courses at Carroll*)

- g. Seal of Biliteracy (Ohio) – meet the requirements and criteria, including proficiency requirements on assessments in a World Language and English II
- h. Student Engagement Seal (Local) – participate in four activities (athletics or clubs) over your four years in high school with meaningful participation (participating in a sport or club for all four years would count as four activities)
- i. Technology Seal (Ohio) – complete one of the following course sequences:
  - 1. Applied Technology I and Applied Technology II
  - 2. Google/Computer Science and Engineering Topics/Programming/Web Development/AP Computer Science
  - 3. Woods I and Woods II

## **Honors / AP Courses**

Students who receive an “F” in an Honors or AP course at the first nine-week period of the first semester of a two-semester course sequence will be required to meet with their teacher and counselor to discuss the consequences of continuing in the course. Recommendation to level down is encouraged. Students receiving an “F” in an Honors or AP course at the end of the semester must move down a level. Students enrolled in an Honors or AP sequence should have a minimum grade of a “C” in order to enroll in the next Honors or AP course sequence.

## **Ohio’s Diploma with Honors**

To earn an Ohio Diploma with Honors, a student must meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn four units of Mathematics which shall include Algebra I, Geometry, Algebra II and another higher-level course
3. Earn four units of Science including two units of advanced Science
4. Earn four units of Social Studies
5. Earn three units of World Languages (three units of one World Language or two units of two different languages)
6. Earn one unit of Fine Arts
7. Maintain an overall unweighted high school grade point average of at least 3.5
8. Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a combined score of 1280 on the SAT verbal and mathematics sections (excluding the required writing section)

## **Transcripts or Recommendations**

1. Requests for transcripts should be made to the Counseling Department.
2. All official transcripts are signed by the Principal.
3. For current students, transcripts are sent electronically for free, however, if transcript needs to be mailed there will be a \$5.00 charge.
4. Students may request that individual teachers write a recommendation for them. It is the student’s responsibility to request letters of recommendation from teachers, counselors, etc.

## **Withdrawals**

When a student is withdrawing, parents/guardians should notify the Business Manager to fill out the proper paperwork. All financial obligations must be met before transcripts/official records will be sent.

## **Change of Course**

The procedure for a change of course for academic purposes ONLY:

1. Students must secure approval from the Dean of Academics for ANY change made in the first five days. Reasons for change are to be extremely limited.
2. The request must be made during the first five (5) days of the course.
3. There must be an opening in another course.

\*\* A student can only take a 2<sup>nd</sup> study hall with approval of the administration.

## **Summer School**

Credit from accredited summer school programs are accepted both for courses failed and limited additional courses. A student can earn up to one credit in summer school per summer. Grades earned during summer school will not count towards the student's GPA.

## **GUIDELINES FOR STUDENT INVOLVEMENT IN SERVICES AND CO-CURRICULAR ACTIVITIES**

### **ADMISSIONS DEPARTMENT**

Archbishop Carroll High School admits students of any race, color, gender, religion, or ethnic origin and from any geographical region, extending all the rights, privileges, programs, and activities generally accorded to students at the school. Admission is based on a comprehensive review of grades, conduct, attendance, placement test and standardized test scores. Priority is given to Catholic family applicants from traditional partner schools. For information and assistance with the complete application process, contact the Director of Admissions.

### **COUNSELING DEPARTMENT**

Archbishop Carroll High School's Professional School Counselors aim to help students attain meaningful self-direction for their lives; develop an understanding and acceptance of themselves; attain optimum personal development through education; progress toward productive and rewarding careers; and develop satisfying relationships with others. The Counseling Department consists of two Certified Professional Counselors and an administrative assistant who work with the administration and the faculty for the total growth and development of the student. Counselors serve students alphabetically according to last name.

When students discuss personal needs with the counselors, the counselors aim to protect their privacy, except in the following circumstances: students may be a harm to self; students may be a harm to others; students may be being abused. If an issue arises which warrants more in-depth counseling, referrals may be made to the students and their parents for appropriate community professionals. Parents are encouraged to refer their students, when they have any questions or concerns regarding their students' academic, college, career, and/or personal needs.

#### **Services include:**

Counseling students individually in academic, college, career, and personal needs.  
Coordinating and conducting classroom guidance.

Utilizing Naviance, an online college/career readiness tool, to support college/career planning.

Offering educational and informative resources.

Facilitating small group meetings.

Conferencing with parents and teachers.

Organizing student and parent informational presentations.

Assisting students in the scheduling process.

Tracking Carroll High School graduation process.

\*\* To make an appointment, visit or call the Counseling Department any school day between 7:45 a.m. and 3:30 p.m.

### **INTERVENTION SERVICES**

The primary purpose is to provide academic support using remedial techniques adapted to the individual student's perceptual strengths and weaknesses. This includes guiding the student to improve study skills, social skills, and organization of time and self, as well as the basic skills of reading, mathematics, and written expression. Psychological testing is required to substantiate eligibility.

### **SCHOOL NURSE**

The school nurse determines the health status of all students by maintaining health and immunization records, completing ODH mandated screenings, and counseling students regarding health issues. The nurse recommends remedial action and referrals for health problems and provides care during illness or emergencies. Parents should contact the school nurse at the beginning of each school year regarding any health concerns related to your child. The phone number for the nurse is (937) 253-8188 ext. 320.

#### **Clinic Dismissal:**

A student who is vomiting, has a rash of unknown origin or contagion, or a fever will be sent home. Please do not send your child to school until they are free of the above symptoms for 24 hours, without the use of medication.

#### **Immunization Requirements:**

All students in public and private schools are required to have immunizations on file with the school nurse as mandated by the State of Ohio within 14 days of attending school. Students will be prohibited from attending school until they are in compliance with the law.

#### **Medication Policy:**

1. Students are not permitted to carry any prescription or over-the-counter medication during school.
2. Prescription or over-the-counter medication will not be given by the school nurse or school personnel unless the *Medication Form* is filled out and signed by both the parent and the physician. Parents must provide the medication designated by the physician in the original container. Acetaminophen, ibuprofen and/or antacids may be administered without a physician signature, but requires a parent or guardian signature in Final Forms.
3. Students with asthma may carry an inhaler on their person as long as they have a *Self-Carry Inhaler Form* signed by the parent and physician on file in the clinic.
4. Students with severe allergies may carry an EpiPen on their person as long as they have a *Self-Carry EpiPen Form* signed by the physician and the parent on file in the clinic. In addition, a backup dose of the EpiPen may be kept in the clinic.
5. All medication left in the clinic at the end of the year will be disposed of two days after the last day of school.



6. If a student becomes ill or is injured during class, he/she will be sent to the nurse. If necessary, the office will call the parents to come for the student.

### **ELIGIBILITY RULES FOR CO-CURRICULARS**

All students are encouraged to participate in the co-curricular programs at Archbishop Carroll High School. In addition to state guidelines regarding participation in co-curricular activities, the following minimum standards are required: (See attendance guidelines for further eligibility rules).

1. Students' academic progress will be checked three weeks into every quarter and every week thereafter for the remainder of the quarter. A student failing TWO or more courses at any academic check is ineligible immediately for a minimum of one week; until he or she is failing fewer than two classes. Ineligible means the student cannot participate in competition/performance or be in uniform the day of a contest/performance.
2. A student must be passing five one-half credit courses at the end of every quarter to remain eligible. A student is ineligible if failing two or more courses at the end of the grading period, until the close of the next grading period. Ineligible means the student cannot participate in competition or be in uniform the day of a contest/performance.
3. Students are permitted no more than twenty demerits during the length of a given activity. The twentieth demerit would make the student ineligible to participate in any activity for a period of time equal to **SEVEN** full days within the interscholastic/co-curricular events in a season. Ineligible means the student cannot participate in competition/performance or be in uniform the day of a contest/performance.
4. Students coming to Archbishop Carroll or transferring to another school fall under the guidelines set forth by the OHIO HIGH SCHOOL ATHLETIC ASSOCIATION regarding athletic eligibility. Please contact the Athletic Office for any and all rules and additional paperwork required by the OHSAA.
5. PE waivers will not be granted for students who become ineligible at the end of the grading period, where PE waivers are issued as credit for co-curricular participation.

### **INTERSCHOLASTIC ATHLETIC POLICY**

Athletics play an important role in the school community. We believe that promoting sportsmanship, ethics and integrity in co-curricular activities should be part of the challenge to excel. The following statements of policy regarding training rules and conduct for all participants in interscholastic sports have been adopted by the Archbishop Carroll High School Athletic Department. These are minimum regulations. However, because of the nature of their sports, individual head coaches may need to require specific regulations for their athletes, subject to approval of the Athletic Director.

1. All team members must be at all meetings, practices, and special occasions where the team is involved unless excused by the head coach. Unexcused absences may result in being dropped from the team.
2. An athlete should be present at the awards presentation to end the season. Unexcused absences may result in loss of award and loss of eligibility for future participation in athletics.
3. If an athlete quits without consulting the head coach before leaving the squad, the

student is ineligible for participation in any sport for the remainder of the year.

4. Before participating in practices or athletic contests, students must complete **ALL** required **FINAL FORMS** and have a current physical on file.
5. Any athlete who is on the eligibility sheet as of the first contest is required to pay the fee as follows: \$200.00 first sport; \$185.00 second sport; \$170.00 third sport. The family maximum is \$750.00. The tuition/payment office will bill you once a team roster has been established.
6. Any student athlete that is disqualified from a contest for unsportsmanlike behavior is subject to OHSAA rules and regulations and additional school discipline.

**\*\* List of Co-Curriculars 2023/2024 can be found in the back of the handbook.**

## **GUIDELINES FOR STUDENT CONDUCT AND CARE**

### **ARCHBISHOP CARROLL'S STUDENT CODE OF CONDUCT**

In accordance with the mission and philosophy of Archbishop Carroll High School, the words and actions of all connected with the school should be a living and visible reflection of each one's love of God and neighbor. Positive student conduct is rooted in our Mission, and should reflect a commitment to living in a community of faith, living a virtuous life, pursuing academic excellence, and service to the common good. These guidelines are in effect 24 hours a day, 365 days a year while the student is enrolled at Archbishop Carroll High School.

#### **Community of Faith**

I will faithfully model the actions and teachings of Jesus Christ in seeking truth, honor, and justice.

I will actively engage in our school mission and traditions; embodied in all we do.

I will treat myself and others with the knowledge that we are all made in the image and likeness of God.

I will treat everyone regardless of their race, religion, ideology, gender, or sexual orientation with the true Dignity of the Human Person in light of our Catholic social teachings.

I will take care to represent myself in a way that honors the Carroll community and myself.

#### **Life of Virtue**

I will use words that express love, respect, and concern.

I will engage in positive social media activity.

I will have respect for my body in ways that only reflect healthy choices and outcomes.

#### **Pursuit of Academic Excellence**

I will build and develop positive relationships with teachers and staff members.

I will take the learning process seriously; by attending school regularly, being on time, and prepared with needed materials for all my classes and activities.

I will dress in proper uniform code reflecting respect for all rules and student expectations.

I will respect each teacher's classroom expectations for my conduct and performance.

I will remain engaged in the learning process and see all members of the faculty and staff as partners in my development.

I will act with integrity in all that I do: homework, classroom activities, tests, and quizzes.

I will take ownership for all my activities and be always responsible in the use of technology.

### **Service to the Common Good**

I will, together with my classmates, act in ways that embody a mutual concern.

I will maintain positive patterns of conduct on the grounds that these patterns serve the common interests of my community.

I will make a tangible difference to the social, emotional, and personal well-being of all those I encounter.

I will strive to leave every person, situation, circumstance, and environment better than I found it.

## **OFF-CAMPUS CONDUCT**

Students should remember that they are responsible for the positive image of Archbishop Carroll High School at all times. Personal discipline away from school that does not reflect the Profile of Patriot and the Code of Conduct may lead to disciplinary action including possible expulsion. Students involved in pending legal investigations may be suspended (or expelled if deemed necessary) from school for a period of time designated by the school administration. By enrolling in Archbishop Carroll High School, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school. All school policies remain in effect for all students until, and including up through graduation.

## **ARCHBISHOP CARROLL HIGH SCHOOL DISCIPLINE PHILOSOPHY**

### **Purpose**

Archbishop Carroll High School believes that learning and care for the community is a disciplinary process. **Discipline** is the process by which students should act in accord with a specific code of behavior. Students are expected to have “discipline” in their actions and behaviors to uphold a positive code of conduct, and therefore, create for themselves and others, behaviors that show growth and maturity. This growth and maturity are the means by which Archbishop Carroll High School students do their part to uphold the values of the community, and protect the common good. In accord with our mission and Profile of Patriot, Archbishop Carroll students are held in high regard and have the expectation to act in a way that is becoming a person of faith, living a life of virtue, pursuing academic excellence, and serving the common good. Students earn **demerits** for behaviors that do not reflect the expectations of Archbishop Carroll students.

### **Search and Seizure**

Archbishop Carroll High School reserves the right to search and inspect school property used by students at any time. Carroll High School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student’s possession; or (2) suspects a student may be engaged in conduct in violation of the school’s policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

## **Demerit System**

Teachers, staff, and administration can issue **demerits** for behavior that **DOES NOT** reflect the mission and Profile of an Archbishop Carroll Patriot. Demerits provide direct feedback to the student that has acted in a way which expresses to the community negative discipline and is NOT living up to the Profile of Patriot.

When a student reaches twenty (20) demerit the family will be notified by the Assistant Principal regarding the student's conduct. Families are informed of demerits being issued on the day of each infraction. Parents may call for a meeting with the Assistant Principal at any time. **Such parental interest is encouraged.**

### **List of Demerits**

**(Expulsion- equals) sixty (60) total demerits, and a student can receive sixty (60) demerits for the following (but not limited too):**

1. Misuse of fire/safety equipment and setting false alarms.
2. Possession and/or use of fire, hazardous, or explosive devices or weapons.
3. Threats made to Archbishop Carroll High School facilities and/or members of the Carroll community. Local law enforcement will be contacted immediately upon report of such a threat.
4. Individuals transmitting drugs, alcohol, vaping products, and/or paraphernalia to another party. Individuals using any type of paraphernalia as to alter any drug test while enrolled at Carroll High School.

**(Suspension- equals) thirty (30) total demerits, and a student can receive thirty (30) demerits for the following (but not limited too):**

1. Truancy (full or partial days-multiple periods in a day, 2 or more)
2. Fighting
3. A student who organizes, promotes or participates in activities which hamper or disrupt the learning process in the school and its environment may be suspended and liable for expulsion.
4. Any student in possession of or evidencing observable signs of drugs and/or alcohol will be suspended and is liable to expulsion. In these cases, students must meet with the Assistant Principal to determine any further sanctions up to and including expulsion. Students are also required to fulfill the requirements listed in the Health and Wellness Protocol.
5. Smoking and/or vaping, possession of tobacco/vaping products.

**(Saturday school equals) twenty (20) total demerits, and student can receive twenty (20) demerits for the following (but not limited too):**

1. Any student in the presence of drugs and/or alcohol, in such a way that is unbecoming of a Carroll student.
2. Unexcused absence from a class, Liturgy, House Event, or study hall or general assembly (1 period max).
3. Leaving school property without permission during school hours
4. Unreported damage of school property or stealing (theft)
5. Insubordination (Major-defined by the teacher and administration)
6. Serious disorder on buses and field trips
7. Tampering with locks/or any school related security systems
8. Lying and/or forging signatures on absence notes, assigned teacher work requiring signatures, permission slips.
9. Conduct unbecoming of a Patriot (major violation)

**(Detention equals) five (5) total demerits, and a student can receive five (5) demerits for the following (but not limited too):**

1. Misconduct during assemblies/Liturgy/House Events
2. Violation of classroom testing rules/Academic Integrity Violation (Major Violation)- will be issued 10 demerits- **TWO** detentions
3. Violation of classroom homework rules/Academic Integrity Violation (Minor Violation)
4. Insubordination (Minor- as defined by teacher and administration)
5. Expulsion from class
6. Use of vulgar, obscene language and or images
7. Skipping detention
8. Having/using cell phones or air pods, not allowed or approved from a teacher or the administration during the school day (8:00 a.m.-3:00 p.m.)
9. Public displays of affection

**(One) Demerit- a student can receive one demerit for the following (but not limited too):**

1. Dress code violations
2. Annoyance in class after warnings from teacher (see Profile of a Patriot)
3. Failure to report to a teacher when asked to do so
4. Not bringing a note in for an absence or tardy
5. Sleeping in class
6. Chromebook issues (loaner, non-charged, etc.)
7. Tardiness to class
8. Eating and drinking in class

**\*\*\*\* (If demerits accumulate, the higher punishment is issued)**

**DETENTION**

Detention will be given when a student accumulates five demerits, or detention can be issued at the discretion of the administration. Detentions are served on the nearest Thursday of the infraction/accumulation of demerits starting at 3:00PM.

1. five demerits first no show, an additional hour of detention
2. ten demerits second no show, and a Saturday School will then be issued

**DETENTION RULES**

1. Students are expected to report on time, in school uniform, and be **PRESENT** for the full time issued.
2. Students are expected to sit in silence. Students will not be allowed to sleep, “hang out”, talk with other students, work on team assigned projects, see their teachers, use technology such as, but not limited to, Chromebooks, phones, air pods, etc.
3. Students that do not follow the detention room rules and are dismissed for any reason at any time, must repeat their hour in full, served the following Thursday. If this behavior occurs two consecutive Thursdays, the student will be treated as a no show.

**SATURDAY SCHOOL**

Saturday school is given as a major consequence for various disciplinary/attendance issues upon accumulation of twenty demerits, and at the discretion of the Assistant

Principal. Saturday school is held from 8:00am-12:00pm and students will be notified of the specific date that they are to serve. **There is a \$25.00 fee for each Saturday School billed to the student's account by the Business Office.** Five demerits are issued for the first no show and five demerits for the second no show.

### **SUSPENSION**

Any student accumulating a total of thirty demerits in an academic year (or assigned due to behavior) will be subject to suspension from school. A notice of suspension, and a contract will be emailed to the student/and parent listing expectations.

The student will be required to complete a reflection paper evaluating the behaviors and decisions which placed them in suspension. The scope and rubric for the reflection paper will be discussed between the Assistant Principal and the student prior to the start of the suspension. The student must complete the paper before returning to school.

The student will be required to do any and all work assigned. This includes, but is not limited to obtaining missed notes from the day(s), completing any and all work assigned by their teachers, and completing all tests or quizzes as soon as the suspension is complete. Any work due those two days will still have the same expectations of due dates.

**A 1% grade reduction will be assessed in all courses at the end of the quarter grading period for a suspension.**

Students are banned from all co-curricular activities until the suspension period is over. This includes practices and all team/curricular events.

The student will be ineligible to participate in any activity for a period of time equal to **SEVEN** full days (after completion of suspension) within the interscholastic/co-curricular events in a season. Ineligible means the student cannot participate in competition/performance or be in uniform the day of a contest/performance.

### **EXPULSION**

Expulsion means a student must withdraw from Archbishop Carroll High School. A student could be subject to expulsion upon receiving 60 demerits, a second suspension within an academic year, or upon receiving a third suspension within four years. A notice of expulsion will be delivered to the student and parent.

An expulsion becomes final within five school days after receipt of the notice of expulsion, exclusive of the date of receipt, unless appealed in writing to the Assistant Principal.

Once appealed, the student will be scheduled with the appeals board. The appeals board will provide feedback and recommendations for the principal who makes the final judgement on expulsion.

A student who is expelled must remain away from the Archbishop Carroll community until the next academic year, at a minimum. During this time, the former student may not be permitted on Archbishop Carroll High School property at any time.

If a student chooses to reapply for admission to Archbishop Carroll High School following expulsion, acceptance will be determined by the administration.

### **APPEALS PROCEDURE:**

1. The student will complete their letter of appeal and send it to the Assistant Principal, explaining their intention to appeal the expulsion.
2. The Assistant Principal will schedule a time for the Appeals Board to review, and meet with the student and his/her family.
3. The Appeals Board will review all the facts and meet with the family and student.

The Board will hear the appeal, immediately discuss their thoughts, and will send their opinion to the Principal.

4. The Principal will meet individually with the family and the student to discuss the appeal.
5. The Principal will inform the Assistant Principal of the final decision regarding expulsion, and the Assistant Principal will follow up with the family on said decision.

### **LETTER OF APPEAL:**

In keeping with the Catholic tradition of the school, Archbishop Carroll High School encourages all students to prayerfully reflect on the nature of their actions, and further reflect on how they can actively reconcile with rejoining the community in good standing. It is encouraged therefore, that the student includes in their letter of appeal:

1. What values and principles of the community did I violate?
2. Explain, as best you can the cause or circumstances that lead to your negative action in the first place. Why did you choose the behavior(s) you did? If the situation were to come up again, how would you handle it differently?
3. How did my actions lead to a broken relationship between myself and the greater Archbishop Carroll community?
4. What role does forgiveness and reconciliation have in a community of faith, and what is my role in that forgiveness and reconciliation?
5. What steps do I feel need to be taken in order to reconcile with the community, if given a chance to be welcomed back into the community?

### **APPEALS BOARD:**

The Appeals Board is made up of Archbishop Carroll Faculty/Staff members.

At the initiation of an appeal, four members are randomly selected to be on the individual appeal. The student requesting an appeal, will be given the opportunity to select 1 additional member from the board to sit on the final panel of five. It is highly recommended for the student to reach out to a faculty/staff member, for whom they have built a good relationship, to review and reflect on the appeals process. That member of the faculty/staff cannot be a member of the five-person panel. Upon scheduling the appeal, the five-member team will review the letter of appeal, hear from the Assistant Principal on the actions that lead to expulsion, and meet with the student and their family in order to discuss the expulsion case. The five-person panel will then review the case, and present to the principal their recommendation. The Principal will meet with the student and their family to review the recommendation of the board, and discuss any further pertinent information regarding the expulsion. The Principal will send the final decision to the Assistant Principal.

**THE ADMINISTRATION RESERVES THE RIGHT TO LEVY DISCIPLINARY MEASURES FOR ANY OFFENSE OR MISCONDUCT OF AN OVERALL SCHOOL NATURE, EVEN THOUGH NOT MENTIONED SPECIFICALLY IN THE ABOVE RULES AND REGULATIONS. SUCH MEASURES MAY BE NECESSARY AT TIMES ESPECIALLY WHEN STUDENTS PROMOTE ACTIVITIES THAT ARE IN CONFLICT WITH THE PHILOSOPHY AND CORE VALUES OF ARCHBISHOP CARROLL HIGH SCHOOL.**

## **GUIDELINES FOR HEALTH AND WELLNESS**

Archbishop Carroll High School has adopted an initiative of a comprehensive health and wellness program aimed at achieving greater awareness and assistance toward mental health, and a drug and alcohol-free environment for our students on campus and in our community. The Archbishop Carroll Health and Wellness Initiative intends to provide for the health and safety of all students. Based on the premise that our Catholic vocation is to serve the common good, Archbishop Carroll incorporates research based educational opportunities/screenings, and mandatory/random substance abuse testing in hopes of serving as a catalyst to a more fulfilling healthy lifestyle, and a deterrent to the use of alcohol and/or illegal drugs. In connection to our mission, and striving to be persons of integrity, Archbishop Carroll wants to provide students credible means to resist peer pressure to try illegal substances/mental health, thereby reducing drug/alcohol experimentation and use. Substance abuse includes, but is not limited to, the use of illegal or counterfeit controlled substances and the misuse of legal drugs and medications. As a proactive and constructive program of prevention, the program is not initially designed to be punitive in nature. Archbishop Carroll High School desires to walk with students struggling with both mental health issues, and possible substance abuse issues. Involving professional mental health and substance abuse screening, the program seeks to provide a ready resource for support and assistance to any student who may be using illegal drugs and/or consuming alcohol.

While separation from the Archbishop Carroll community may be the ultimate consequence of multiple positive test results, the program is not intended to identify students for dismissal. Rather, it provides Archbishop Carroll the framework to help our students and their parents/guardians receive screening, treatment, and educational information regarding substances and substance abuse when necessary. It is our expectation that with this proactive program and a united community, Archbishop Carroll High School will strive to work on improving the mental health and wellness of every student.

### **CONFIDENTIALITY AND THE ARCHBISHOP CARROLL HEALTH AND WELLNESS INITIATIVE**

All information received by Archbishop Carroll High School through the Archbishop Carroll Health and Wellness Initiative is confidential and will be maintained by the Assistant Principal. Access to this information at Archbishop Carroll High School is solely limited to the Assistant Principal, the school nurse, and the student's individual counselor (and when called for, the Principal). Records will NOT be made available to colleges or universities, and all records will be erased upon graduation. Using a team approach including the Assistant Principal, the school nurse, and the student's individual counselor, we aim to work on all aspects related to the student's health and wellness. This includes issues of mental health, and substance abuse issues. The team is to act as a supportive structure for the student who is encouraged and expected to work with professional clinicians in order to help resolve their current struggles.

### **EDUCATIONAL OPPORTUNITIES**

In collaboration with the Montgomery County Educational Service Center (MCESC), all students will participate in the *Catch My Breath* and *Prime for Life* educational programs specific to vaping and substance abuse prevention. Students will complete these educational programs during their health class (on-line health courses are included). In addition to *Catch My Breath* and *Prime for Life*, students placed in the positive test matrix, will complete either the *In-Depth*/or Part II of *Prime for Life*



program as an alternative to suspension provided by the MCESC. As a health and wellness measure, every freshman will be screened during their first semester (SBIRT-Screening, Brief Intervention and Referral Services). This screening is a tool to identify students needing assistance with major anxiety and mental health struggles. An optional ten-part program (*Your Path*) is made available to all students who have been impacted by substance abuse issues, or major trauma in their life. *Your Path* is a voluntary program by which students can be recommended by parents, counselors, and administration. Our desire is to provide as many educational opportunities to our student body regarding their health and wellness. If a parent/guardian would like their student screened, please reach out anytime to the Assistant Principal.

### **DRUG AND ALCOHOL POLICY**

Students and parents are required to consent to the entire Health and Wellness Initiative as a condition of a student's continued enrollment at Archbishop Carroll High School. Attendance at Archbishop Carroll High School is not a right, but a privilege in which students and parents are to act in a way that supports the health, safety, and well-being of all students. The Archbishop Carroll community recognizes the inherent risks for adolescents in the use of alcohol and drugs. This use is always viewed as abuse since the negative consequences, both short and long term, are well documented. Thus, Archbishop Carroll High School prohibits the use of alcoholic beverages or illegal drugs (as defined by Ohio or federal law), the misuse of prescription or over-the-counter medications for any purpose other than their intended medical use (such as to get high), and/or possession of drug paraphernalia by an Archbishop Carroll student. An Archbishop Carroll student includes any student who is enrolled at Archbishop Carroll High School with the culmination of their Archbishop Carroll experience coming at the conclusion of graduation ceremonies. The Drug and Alcohol Policy applies at all times and in all places throughout the student's enrollment at Archbishop Carroll High School including summer months of June, July and August. A student who violates this Drug and Alcohol Policy will be subject to intervention, assessment and treatment, and/or disciplinary measures, within the discretion of school administration.

### **ALCOHOL SCREENING**

Archbishop Carroll High School may subject students to an alcohol test using a breathalyzer or other test for alcohol at its complete discretion during the school day or at school-related events, such as co-curricular activities, dances, and any other special events. Archbishop Carroll also reserves the right to random alcohol testing during the school year.

### **NOTIFICATION OF SUBSTANCE ABUSE TEST RESULTS**

The parent(s)/guardian and student will be notified by the Assistant Principal, and the testing company IF a positive test result occurs. The student, parent/guardian, Assistant Principal, the school nurse, and the student's individual counselor will then set up a time to meet personally to discuss the intervention matrix the student will need to fulfill as a requirement of continued enrollment. A first positive test result alone, which is not connected to other violations of the Drug and Alcohol Policy (such as possession of drugs or being under the influence of drugs at Archbishop Carroll High School during the normal course of a school day) or other school policies, will not result in disciplinary action if all steps are followed. If the student tests positive a second time, the Assistant Principal will notify the Principal and schedule a meeting between the student, parents, and administrators to discuss possible disciplinary action and if dismissal is warranted. If a third positive test takes place, the Assistant Principal will notify parents, and dismissal procedures will take place. If a parent believes a false positive test occurred,

the parent can request an immediate second testing at their expense by the same means and through the same testing company used by Archbishop Carroll High School.

## **INTERVENTION MATRIX**

### **First Positive Test**

1. Meeting with the Assistant Principal, school nurse, and the student's individual counselor.
2. Complete the Mental Health and Substance Abuse Screening (SBIRT) through the Montgomery County Educational Service Center (MCESC).
3. A medical release record signed and returned to the Assistant Principal to access information from the SBIRT.
4. Follow through on all recommendations that follow the health screening (SBIRT).
5. Attend an alternative to suspension program (In-Depth or Prime for Life) – Programs are scheduled by the Assistant Principal (sessions are held in small group settings during the school day, and students will be in sessions with Carroll students only).
6. Recurring testing: Students will be tested every 90-100 days for the remainder of the student's current enrolled school year at the family's expense.

### **Second Positive Test**

1. The student and parent/guardian will be required to meet with the Principal, and certain members of the administrative team (when applicable).
2. The student could be issued an in-school suspension and 30 demerits upon a second positive test at any point during his or her time at Archbishop Carroll.
3. If the student is continuing his/her education at Archbishop Carroll, a comprehensive intervention plan will be repeated, and the student will be tested every 90-100 days for the remainder of their enrollment at Archbishop Carroll at the family's expense.

### **Third Positive Test:**

1. Upon a third positive test, the student and parent(s) will be alerted of possible dismissal procedures.
2. The student may follow current procedures for appealing a dismissal.

### **ADDITIONAL INFORMATION:**

1. Drug and alcohol assessments, and all programming and initiatives with MCESC are provided at no cost to the family.
2. Any additional test, or outside required treatment services are to be covered at the cost of the student and family.
3. A violation by the student and the parent(s) or guardians of the screening process set forth in the assessment and the requirements set forth by Archbishop Carroll High School will jeopardize the student's enrollment at the school and could result in dismissal.
4. We believe that there is a spiritual aspect to all drug and alcohol use and that the use of these substances is an attempt on some level to fill a void that was meant to be filled only by God. Thus, spiritual counseling by a priest, minister or a person of faith is also highly recommended.

### **POSSESSION OF PARAPHERNALIA**

Students are not to possess paraphernalia of any kind. If a student is found in possession of any type of paraphernalia, they will be suspended and considered as having a positive test and must enter the intervention matrix. If a student is caught selling or uses

paraphernalia of any kind, as to disrupt the continuity of a drug test, the student will be expelled from Carroll High School.

### **SELF-DISCLOSURE POLICY**

Drug or alcohol dependency self-disclosures, either by parents or the student, are supported at Archbishop Carroll High School. Archbishop Carroll recognizes that drug or alcohol dependency can be a treatable disease and will extend to the student and his/her family all the support that is available. This support requires following the steps as if having a positive test: professional screening, and follow through on all recommendations of assessment. Recovery for the student is the primary goal of the self-disclosure program. Thus, this allows the student and his/her parents or guardians to take the steps necessary to make sure that the student will test drug and/or alcohol free after going through the appropriate assessment and treatment.

### **REFUSAL TO TEST**

Enrollment at Archbishop Carroll High School is a privilege and full participation in the Health and Wellness Program and drug/alcohol testing is required by every student. Every student and parent must complete the "Informed Consent Agreement". If a student refuses to test when required to do so, the test will be treated as a positive test result.

### **GRADUATION PERTAINING TO DRUG AND ALCOHOL SCREENING**

If a senior student is randomly selected for drug/alcohol testing and the test results are positive within 90 days of graduation, this student must complete the school intervention program prior to receiving a diploma. If this is the student's second offense, he/she is subject to disciplinary action per the guidelines of the Drug and Alcohol Policy, as well as potentially not participating in the Archbishop Carroll High School senior awards ceremony or graduation.

### **POSSESSION AND OBSERVABLE SIGNS**

Participation in co-curricular activities is a privilege, not a right. As representatives of Archbishop Carroll High School in leadership, performance or competition roles, students are held to a higher standard of accountability. In order to be eligible to participate in co-curricular activities at Archbishop Carroll High School, a student should serve as an exemplary role model, abide by all school rules, and comply with all county, federal and state laws.

In addition to the consequences for the general school population, Archbishop Carroll students who are involved in co-curricular activities may not participate in any competition, performance, meeting or function and may not perform any leadership role in school or athletics for the period of time indicated.

1. Absolutely no use of alcohol, tobacco, illegal or unauthorized prescription drugs will be permitted in or out of the season. As per the student handbook, any student evidencing observable signs involving drugs and/or alcohol will receive thirty demerits and serve an automatic two day in--school suspension.
  - a. Suspension rules explained in Guidelines for Student Conduct
  - b. Any student involved in an activity that does not have an established season (club, drama, etc.) will not be able to participate in activities for a period of two weeks.
2. If a student is found to be in the presence of alcohol in such a way that they knowingly assist others who are consuming tobacco or illegal drugs, but there is no evidence of consumption, he or she will be given 20 demerits, the equivalent of a Saturday school.

# **GUIDELINES FOR SUCCESSFUL STUDENT TECHNOLOGY USAGE**

## **ACCOUNT INFORMATION**

The following policies come from the Office for Catholic Schools of the Archdiocese of Cincinnati: Student and adult use of the Internet with school computers on school premises is strictly limited to educational purposes. Use may also be further governed by the policies of the individual Data Acquisition Site (DataYard). Students are not allowed to access personal accounts from school. Adults using personal accounts at school are subject to the provisions of the Internet Acceptable Use Policy.

## **SCHOOL AND USER RESPONSIBILITY**

It is the school's responsibility to maintain contact with the Internet provider, assure educational use of the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material.

Each account user is responsible for all the information that is sent and received under his/her account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws and unethical or illegal activities will not be allowed. Internet accounts will be revoked for those who violate the educational intent of Internet access.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom, or school hallway. General school rules for communication and behavior apply.
2. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
4. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges and possible other discipline.

## **ONLINE CONDUCT**

The user agrees to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale or distribution of controlled substances. Any use violation of any local, state, or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial uses are strictly forbidden.

## **DISCIPLINARY AGREEMENT**

1. The student agrees to abide by the terms and conditions stated in the Internet Acceptable Use Policy. Additionally, the student acknowledges that he/she will be responsible for the consequences of any inappropriate use of the Internet/social media which may result in the suspension or revocation of Internet

privileges and other possible disciplinary action.

2. The signed handbook page must be on file at the school before an Internet Use Account is issued. Signing the form indicates that the user will abide by the rules governing Internet access as stated in this Internet Acceptable Use Policy and will not hold the school, its personnel and/or the Archdiocese of Cincinnati or any of its personnel liable in the event of breach of the policy by the user. It is understood that the parents/guardians of a student accept full responsibility for the student's Internet use that is not in the school setting.

**\*\* Note:** The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

## **DISCIPLINE POLICY ON INTERNET VIOLATIONS**

The following policy will be used to clarify the consequences and discipline for students who have a major violation of the Internet Acceptable Use Policy.

### **1st Violation:**

The student will meet with the Assistant Principal, and will be issued a detention, and 5 demerits. A phone call home will be made on the violation and teachers/Director of Technology will be informed of the violation. This will count as the 1st and only warning of acceptable use of technology, and will be recorded for further disciplinary actions (Further violations will affect academic work.)

### **2nd Violation:**

The student will meet with the Assistant Principal and receive a Saturday school, and 20 demerits. A phone call home will be made on the violation and teachers/Director of Technology will be informed of the violation. The student will lose internet privileges for 3 full academic days by being placed in the penalty box through Go Guardian. No exceptions will be guaranteed for websites, or other internet needs. It will be the STUDENT'S responsibility to accept the academic consequences for not possibly being able to complete the work assigned, and must find alternate ways to complete work (if possible/applicable). If work cannot be made up, there are no alternate work/assignments to complete, or work cannot be completed on time, the student will receive a zero for the assignment(s) in their classes. It IS NOT a teacher's responsibility to provide any alternative work or assignments during this penalty box time.

### **3rd Violation:**

The student will meet with the Assistant Principal and will receive an ISS (in school suspension- 30 demerits), and 1 additional academic week in the Penalty Box. A phone call home will be made on the violation and teachers/Director of Technology will be informed of the violation. No exceptions will be guaranteed for websites, or other internet needs. It will be the STUDENT'S responsibility to accept the academic consequences for not being able to complete the work assigned, and must find alternate ways to complete work (if possible/applicable). If work cannot be made up, there are no alternate work/assignments to complete, or work cannot be completed on time, the student will receive a zero for the assignment(s) in their classes. It IS NOT a teacher's responsibility to provide any alternative work during this penalty box time.

### **4th Violation:**

Will result in an automatic ISS, a meeting with parent(s) and the Assistant Principal, and discussion of possible removal from school due to demerit accumulation. An additional week of the penalty box will be issued if not expelled, and the above consequences will take effect.

## **CHROMEBOOK USAGE, CARE AND RESPONSIBILITIES**

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the technology department and logged for repair.

1. No food or drink should be placed next to the Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
3. Heavy objects should never be placed on top of Chromebooks.
4. Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
5. Chromebooks should never be carried with the screen open.
6. Students should never disassemble Chromebooks and attempt their own repairs
7. Never transport the Chromebook with the power cord or flash drives plugged in.

## **CASES/COVERS**

Each student will be issued a protective case for his/her Chromebook. Students must use the school- issued case for their Chromebooks at all times, failure to do so will result in an hour detention. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

## **CHARGING AND SCREEN CARE**

Chromebooks must be brought to school each day in fully charged condition. Failure to do so will result in a demerit being issued prior to being issued a loaner Chromebook. Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home. For any lost or stolen charger, a \$40 replacement fee will be assessed.

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Every broken screen will cost \$50.00

1. Do not put pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Do not place anything in the protective case that will press against the cover.
4. Make sure there is nothing on the keyboard before closing the lid.
5. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Some cleaning solutions may damage the screen.

## **BATTERY CARE**

You will get one free battery replacement for the life of the Chromebook (4 school years), your next battery will cost \$50.00. You must charge your Chromebook fully every night, failing to do so will shorten the battery life.

## **KEYBOARD CARE AND CHROMEBOOK DAMAGE/ASSET TAGS**

If the keyboard is damaged beyond repair, there will be a \$50.00 charge to replace it. If a student's Chromebook is damaged, the student may be charged for the repairs or replacement of the Chromebook. All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way while the student is enrolled in Carroll High School.

## **LIABILITY AND MONITORING**

Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping his or her device free of pornographic material, inappropriate test files, or files that may compromise the integrity of Archbishop Carroll High School's network, equipment, or software. Archbishop Carroll High School is not liable for any material sent by and/or stored on the device.

All Chromebooks are monitored by Go Guardian. Go Guardian is a software solution that monitors device usage and student activity on Chromebooks. The Assistant Principal will be notified of any inappropriate device usage and a meeting will be held with the student. Any disciplinary action as it relates to device usage is at the discretion of the Assistant Principal. The Chromebooks are the property of Archbishop Carroll High School until the completion of the 4th year. Students may add applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Archbishop Carroll High School Acceptable Use Policy. Students are permitted to decorate their case as long as it is deemed appropriate in the case of lost or stolen cases, students must purchase another case for \$25.

Archbishop Carroll High School will provide insurance beyond the one-year warranty provided by the vendor. The protection plan will also cover the cost of a Chromebook repair in the event of accidental damage. This protection plan does not cover for loss or theft of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. If a Chromebook is damaged, a loaner will be provided while repairs are done. In the event of malicious damage or theft of the Chromebook, the student will be liable for the replacement cost of the Chromebook as the Chromebook is the property of Carroll High School. School-issued Chromebooks should be used for educational purposes and students must adhere to the Archbishop Carroll High School Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online.
3. Protect your passwords, accounts, and resources. Never share this information with others.
4. Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
5. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
6. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
7. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## **CELL PHONE/AIR POD/SMARTWATCH USAGE (GENERAL TECHNOLOGY USAGE)**

Cell phones and air pods, are **not permitted during all academic periods including ALL lunch periods.** This includes the use of such technology for YouTube, music, or any other video/streaming or technology that requires such need, unless given specific permission from a teacher or staff member for academic use. Confiscation for the school day and a detention will be issued if found in violation (five demerits).

## **GUIDELINES FOR STUDENT SUCCESS REGARDING ADMINISTRATIVE PROCEDURES**

### **THE ARCHBISHOP CARROLL DRESS CODE**

Archbishop Carroll students are expected to be dressed in a neat and presentable manner at all times. The administration reserves the right to require any student dressed inappropriately to change before attending classes or to leave a school sponsored activity. Uniforms must be purchased from Sheehan Uniform Company and have the Archbishop Carroll logo properly adorned.

#### **Personal Appearance Standards (enforced at all times, including participation in all sanctioned Archbishop Carroll extra-curricular activities.)**

1. Extremes in hairstyle, jewelry, make-up and attire are not permitted.
2. Tattoos (body art) must be covered during the school day and/or at school sponsored events.
3. Any head covering – hats, scarves, bandannas - should be removed while in the building.
4. Facial hair is prohibited during all school hours regardless of whether the student is in uniform or not.
5. No slippers, UGG slipper shoes, flip flops, sandals, slides, high heeled shoes, heeled boots, or Crocs.
6. No facial piercings, mouth piercings or gauges in ears. Small studs in the nose are acceptable.
7. Hair must be neat, clean, pulled up and off the collar (for boys), out of the face, and appropriate for an internship interview. Experimentation with hairstyles are not acceptable during the school year.

### **DAILY DRESS CODE**

1. Uniform pants or shorts worn at the waist. Female students may wear the approved skort.
2. Belts are required with all pants and shorts. Buckles are not to have any words or symbols. Excessively large or inappropriate buckles will be confiscated and the students will receive a demerit.
3. Uniform shorts/skorts length **cannot be altered or rolled**, and CHS logo must be visible.
4. Polo shirt in red or blue with Carroll logo (**MUST be worn under ALL approved tops**).
5. Carroll uniform tops purchased through the approved uniform company or in the approved Spirit Shop section (crew neck or quarter zip) may be **worn over uniform polo shirts**. Hoodies (even Carroll issued) are not allowed!
6. Plain Solid color (navy, white, red, blue, grey, black) sweaters may be **worn**



### **over the uniform polo.**

7. Solid color red, blue, black or white T-shirts may be worn under the uniform. NO printing on the shirt should be visible.
8. Gym or dress shoes (in good repair) are the **ONLY approved foot wear.**
9. Socks must be worn.
10. Boys may wear a solid color shirt and tie with a plain t-shirt underneath.

Any student not in compliance with the uniform code will be issued a demerit for each violation that day or may be sent home to dress in the appropriate uniform. Students sent home to change are responsible for work missed.

### **OUT OF UNIFORM DRESS CODE**

1. Students may wear: jeans, shorts, skirts, capris or pants in good repair and worn at the waist.
2. Girls may wear yoga pants, as long as they are SOLID BLACK, (no other color allowed) and the proper top is worn with them as to be considered an appropriate length such as “tunic length”.
3. No short shorts, spandex, swim trunks or short skirts (shorts and skirts are to be longer than (“Finger- tip” length).
4. Pants are to be worn in good condition. No rips or holes may be visible.
5. No tank tops, halter tops or straps showing.
6. Shoulders must be covered at all times.
7. Shirts must be of a length that can be tucked in
8. No low-cut shirts or low-cut V-necks (no more than 2 inches below the collar bone.)
9. No hats or headgear of any kind.
10. No clothing related to alcohol or tobacco or having foul language or sexual messages.
11. Heavy coats and head coverings (including hoods) must be removed and placed in the student’s locker upon entering the building at any time.
12. Undergarments must not be visible
13. No pajama bottoms
14. Students may wear open toed shoes or sandals without socks
15. In the second semester, seniors are permitted to wear college shirts on Wednesday. No college athletic jerseys may be worn.

### **SPIRIT DAY DRESS CODE (FRIDAYS ONLY)**

1. Approved issued school pants, shorts, or skorts
2. Archbishop Carroll attire that is predominantly red, white, grey, black, pink and /or royal blue.
3. Archbishop Carroll approved athletic tops are permitted.
4. Archbishop Carroll sponsored athletic and club shirts
5. Archbishop Carroll gear purchased in the spirit shop
6. Shirts that recognize school accomplishments (i.e. OHSAA tournament t-shirts)
7. On House Shirt days, uniform pants, shorts & skorts will be required and only House Shirts or uniform shirts may be worn.

### **PARKING AND DRIVING**

Students who drive to school must purchase a parking permit. All cars must display an Archbishop Carroll permit for the current school year. Parking at school is a privilege.

Students who violate parking regulations or who fail to drive cautiously will be subject to detention, demerits, Saturday School, towing at the owner's expense, and/or the revoking of parking privileges. Passes are purchased in the main office. The parking rate for 2023-2024 school year is \$80 purchased first semester, and \$40 if purchased second semester. Students may not go to their cars or into the parking lots during the school day unless they obtain permission from the main office. During Marching Band season in the fall, the back 40 lot is used for band practice after school. Students are required to have their vehicle removed from the practice area/lot by 3:30 p.m. Failure to move a vehicle may result in detention, demerits, Saturday School, and/or potentially being towed at the owner's expense. Parking Permits must be used every school day from 7:15 a.m. to 3:15 p.m. Open parking begins at 3:15 p.m. each school day and all day on non-school days. Students and parents are expected to follow the school driving pattern in the parking lot at all times.

### **HARASSMENT AND BULLY POLICY**

Our Catholic faith reminds us that every person is a gift from God, worthy of love and respect. Therefore, harassment in any form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation, both verbal and non-verbal, is prohibited. Any unsolicited, offensive behavior such as jokes, insults, innuendos, propositions, threats, gestures, touching, assault, display of pictures, offensive text messages, emails, and/or social media will not be tolerated. All harassment should be reported immediately to a teacher, counselor or the Assistant Principal. The complaint will be investigated. Disciplinary action against a student(s) may include: detention, demerits, Saturday school, suspension, expulsion and/or notification of legal authorities.

### **PREGNANCY POLICY**

Should a student become pregnant, the parent must contact the school and meet with the school nurse, guidance counselor, and members of the administration. The student may remain in school as long as the family presents evidence of counseling and prenatal care visits. If the father of the child is a student at Archbishop Carroll High School he must meet the same requirements. Co-curricular activities for both students will be curtailed as deemed fit by the administration.

### **GENDER IDENTITY POLICY**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Archbishop Carroll High School:

Supports students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion. Requires that participation on school teams be according to biological sex. Requires that names and pronouns be in accordance to biological sex.

Designates Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex. Maintains names in school records according to the student's biological sex.

Provides reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

### **ADDITIONAL MISCELLANEOUS ADMINISTRATIVE POLICIES:**

1. **Address:** Students will notify the office immediately regarding a change of address, parish, phone number, custody, or public school district.
2. **Student ID's** must be in the student's possession at all times. Students in violation of this policy will receive a demerit. Replacement badges cost \$5.00
3. **School Closings and Delays:** When the decision is made to close or delay school, the automated calling system will be activated and TV stations will be notified.

4. **Spirit Shop:** The Spirit Shop is open during the school day. Please call for specific hours of operation.
5. **Book Rental System:** All books belonging to the school should be covered at all times. All outer edges of books will also be covered.
6. **CLC:** CLC will be open after school until 3:45 p.m. for quiet study when a staff member is available. These times will be adjusted.
7. **Lockers:** Students are assigned a locker for their use during the school year. Each student must keep the locker assigned. **The school assumes no responsibility for loss or damage to personal property kept in lockers.**  
Students may go to their lockers at the following times: before school, in between classes, and after school. A student is required to buy a school lock for his/her locker. The cost of this lock is \$5.00. Non-school locks are not permitted. Lockers are considered to be property of the school and the administration reserves the right to inspect them periodically. Locks **MUST** be kept on lockers at all times.
8. **Payments/fees:** Payment of bills, tuition, fees, etc. must be made to FACTS or the school payment office before or on the designated dates, unless other arrangements are made. Ordinarily, no final exams may be taken unless all bills are paid up-to-date according to the "Tuition and Fee Schedule." No transcript of grades or diploma will be issued unless all bills are paid up-to-date. A student will not receive their diploma or transcript unless his/her account is current. A \$25.00 fee will be assessed for checks returned for insufficient funds. Upon recommendation of school auditors and with the approval of the Board of Limited Jurisdiction, tuition will no longer be calculated on a daily basis. The following payment schedule is effective for anyone withdrawing early or enrolling late- Any student who is enrolled in school after the 5th day of any quarter, must pay for the remainder of that quarter. **FEES are NON-REFUNDABLE.** At the end of each quarter students with delinquent tuition accounts will not be allowed to attend classes or participate in co-curricular activities.
9. **Signs:** Signs may not be placed in or on school property without permission of the Club Advisor or House Dean. Literature of any type may not be distributed without permission of the administration.
10. **Faculty Areas:** Students are not permitted in the faculty lounge or faculty workroom.
11. **Lost and Found:** Lost and found books or articles of any kind will be turned in to the bookstore. Students may claim lost items at the bookstore during the lunch period or between classes.
12. **Money Collection:** No one may collect money for any purpose without the permission of the Principal.
13. **Pictures:** As part of Easterling's contract with the school, they have agreed to take pictures for teams and special events. All pictures must be paid for before they are taken. If you have any questions about pictures, please contact the yearbook moderator.
14. **Crossing Linden Avenue:** In the interest of safety, a crosswalk is available for student use when crossing Linden Avenue. Students should use the crosswalk at all times.
15. **Leaving Events:** Students leaving a dance or a soc hop are generally not permitted to re-enter the dance. This is also true for athletic contests and other events held at the school.
16. **Lunch Hours:** Students may not leave the school grounds during lunch periods.

Students cannot door dash, or use any other food delivery service.

Students are to remain in the cafeteria for the entirety of their assigned period, unless to visit the Spirit Shop during their assigned lunch period.

17. **Public displays of affection:** Inappropriate or prolonged public displays of affection are not permitted and are subject to disciplinary action.
18. **Dances:** Students must arrive at a dance within 45 minutes of the start of the dance and must remain at the event until 30 minutes from the posted end time. **All students will be tested for alcohol consumption upon entering the dance and randomly throughout.**

**Dance Dress Code:** For girls who wear a dress or skirt: skirts and dresses must be of modest length no more than 5 inches above the knee. No partial midriffs, no backs lower than natural waist, or low-cut dresses. Boys must wear a shirt with a collar and a tie and dress pants. No hats may be worn in the building. Those not dressed appropriately will be sent home to change! As a Catholic school, modesty is a highly valued virtue. Dancing that is considered lewd or overtly sexual in nature, will not be tolerated. Students dancing in an inappropriate manner will be removed from the dance floor for the first offense and will be sent home on the second offense. The administration reserves the right to prohibit any student from attending a dance based on disciplinary, academics or attendance issues.

Dear Parents/Guardians and Students:

Students and parents/guardians are required to sign the following Handbook Acknowledgement and Advancement/Promotion Release. Students will not be permitted to pick up their schedule or attend classes if all required forms are not returned to the school through Final Forms.

### **HANDBOOK ACKNOWLEDGEMENT**

I have read the 2023-2024 edition of the Student/Parent Handbook of Archbishop Carroll High School and agree to abide by the rules and regulations stated therein. I agree to cooperate with the school in carrying out these directives. I understand that the handbook is not an exclusive summary of all the policies, practices and procedures of Archbishop Carroll High School. I am aware that the policies, practices, and procedures of Archbishop Carroll High School, whether or not identified in the handbook may be revised or discontinued by the school administration at any time. Any revisions or changes will be communicated in writing to students and parents. I also understand that failure to abide by school policies and regulations or failure to meet obligations as outlined in the handbook may result in a student being required to withdraw from Archbishop Carroll High School at any point in the school year.

I acknowledge that I have read the Responsible Use of Technology Policy contained in this Student/Parent Handbook. I understand that technological resources are provided for educational purposes only. I understand that failure to adhere to this policy may result in the issuance of demerits, the revocation of a student's access privileges, a student's suspension or dismissal from school, or some other consequence determined at the discretion of the Archbishop Carroll High School administration. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, additional disciplinary action may be taken.

I (student) agree to abide by the terms and conditions stated in this policy. I (parent) give permission for my son/daughter to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

In consideration of my acceptance and the acceptance of our son/daughter for the academic school year 2023-2024, by Archbishop Carroll High School, we acknowledge that we have read the Student Handbook for this academic school year and agree to abide by all the rules, regulations, and procedures contained therein. We also understand that our child may appear in ACHS publications, news releases and/or the ACHS website.

### **Co-Curriculars 2023/2024:**

Athletic Trainers  
Band-Marching  
Baseball  
Basketball-Men's and Women's  
Bowling-Men's and Women's  
Cheerleading  
Color Guard  
Cross Country- Men's and Women's  
Football  
Golf – Men's and Women's  
Lacrosse – Men's and Women's  
Soccer-Men's and Women's  
Softball  
Swimming- Men's and Women's  
Tennis-Men's and Women's  
Track- Men's and Women's  
Volleyball-Men's and Women's  
Winter Guard  
Wrestling- Men's and Women's

### **Clubs 2023/2024:**

Academic Team  
Balloon Club  
Winter Guard  
Carroll Cooking Club  
Chess Club  
Class Council  
Debate Club  
Drama Club  
Flag Patrol  
Frontline  
Harry Potter Club  
Intramural Basketball  
International Club  
International Thespian Society  
Latin Club  
Liturgy Choir

Math Club  
Math Patriots  
Medical Career Club  
Military Kids Club  
Model UN  
Muse Machine  
National Art Honor Society  
National Honor Society  
National Latin Honor Society  
National Spanish Honor Society  
Ohio Math League  
PATs for Life  
PATs Ambassadors  
Pit Orchestra  
Powder Puff Football  
Revolution  
Science Olympiad  
Sewing Club  
Spanish Club  
TEAMS Competition  
Women in Tech Club  
Write-On  
Yearbook  
Youth- in- Government