

## 1004.00 Archdiocese of Cincinnati Schools Marketing & Recruitment

### 1004.01 Overview

Catholic Schools of the Archdiocese of Cincinnati recognize that *parents are the primary educators of their children* and that the schools are the invited partners to the adventure of educating the students entrusted to our care. All of the Catholic schools support the K-12 model of Catholic education. It is expected that the words and actions of all K-12 school personnel will support the recruitment process and events of all of the schools.

To this end, *the parents and their children must have open access to information about all schools of the Archdiocese in order to exercise their right of parental choice in selecting the schools best fit for their children.* In the interest of defining a process that encourages the availability of information while protecting the academic atmosphere of the school day, there are two cautions:

a. Grade school students should be afforded the opportunity to fully experience programs at that level without high school marketing efforts interrupting the school day.

b. There are no assigned feeder schools. No school may enjoy a preference and all must be afforded equal opportunities. In regard to school choice, PK-12 personnel should remain impartial. Active recruitment for other schools is not permitted. Examples of active recruitment include but are not limited to: photos, images and quotes used for mass marketing materials such as brochures, flyers, videos, billboards etc.

#### ***Special Notes Concerning Elementary School Marketing***

Elementary school leaders shall actively seek out potential new students for their school. In seeking out students, parish, consolidated, and inter-parish school shall prioritize families within the boundaries of the sponsoring parish(es). As a secondary priority, school leaders should consider families within the boundaries of parishes that do not sponsor Catholic schools.

Elementary schools shall refrain from directly contacting families from other Catholic elementary schools for the purposes of recruitment. Such contact includes phone calls, e-mails, direct mail marketing campaigns, etc.

School marketing and advertising materials should clearly and truthfully represent programs and benefits of the school represented. Special care should be taken to ensure all materials reflect our common evangelizing mission as

Catholic Schools and should do no harm to the reputations or programs of surrounding schools.

**1004.02 Entrance/Placement Test (Suspended for the 2020-2021 school year.)**

High schools in the Archdiocese of Cincinnati will require eighth graders seeking admission to take the High School Placement Test (HSPT) until May 31st. The HSPT is limited to 8<sup>th</sup> grade students. Any request to test a student prior to their 8<sup>th</sup> grade year should be forwarded to the Director of Secondary Schools.

On the day of testing, all schools offering the test will maintain an atmosphere of academic integrity. Because students may be considering multiple high schools, the atmosphere at every testing site will be that of academic testing, not recruitment.

High schools will accept the results of the HSPT taken at any high school in the Archdiocese for entrance/placement and scholarship consideration.

The test will be administered at all participating high schools on the Saturday before Thanksgiving. The tests will start at 8:30 a.m. Single sex schools will administer the test only to students who could enroll, that is, only males or only females.

All pre-test publications **must** emphasize that the test can be taken at any site where the prospective student could enroll. Selection of a high school testing site cannot be a condition of acceptance. The test fee should accompany the registration. This fee will be the same at all high schools.

Individual high schools will decide whether walk-ins will be accepted.

*All test information and scoring sheets from the those tests administered on the Saturday before Thanksgiving, must be mailed and postmarked to the testing company for scoring purposes no later than the Monday before Thanksgiving.*

At least one make-up test must be administered by each high school on or before the 1<sup>st</sup> Saturday in December. The date(s) of the make-up test(s) must be submitted to the Catholic Schools Office for publishing purposes. Academic scholarships may only be offered to students who test on the official HSPT administration date and those who participate in make-up testing no later than the first Saturday in December. Additional make-up tests will be administered at the discretion of the individual school. The dates for any make-up tests administered on or prior to the 1<sup>st</sup> Saturday in December will be published on the individual high school's website.

Students may have scores sent to up to **4** high schools. This includes the results from any make-up tests administered, including those administered after the 1<sup>st</sup> Saturday in December. Make-up test results should be shared, at the request of the parents, with both the parents and up to four designated high schools. Parents desiring that additional schools receive test scores may make arrangements through the Catholic Schools Office (CSO).

According to state law (ORC 3323.02), every student who has been identified with an academic disability or a language disadvantage and maintains a current IEP, ISP 504, LEP or a school accommodation plan (current ETR if available) must receive the specified accommodations identified on their High School Placement Test Accommodation Form. At a minimum, every high school will provide extended time and read aloud accommodations. If a testing high school is unable to provide adequate accommodation(s), please contact the Director of Curriculum and Assessment. No testing accommodations may be provided without documentation of eligibility.

a. All requests for accommodations and supporting documentation as applicable (current IEP, ISP, 504, LEP or a school accommodation plan; current ETR if available) must be received by the test site at least 14 days prior to the test. Requests for accommodations received less than 14 days prior to the test are at the discretion of the test site. Documentation should be submitted, by the elementary school, with the Archdiocesan Accommodation Letter that, when signed by a parent, also serves as a parental release of records.

b. Students taking the HSPT with accommodations are entitled to consideration for all scholarship opportunities.

c. No school may offer an incentive to take the HSPT at a particular site, to include such incentives as free preparation classes in exchange for taking the HSPT at a certain location. No gifts, including lunch after the test, may be given or provided. A small snack during a testing break is permissible.

Mandatory HSPT test site procedures will be published annually by the CSO. All high schools will implement these procedures.

### **1004.03. Admissions/Acceptance**

Test scores, offers of scholarship and/or admission from the high schools must be delivered to the post office and sent by US Mail only on and not before the second Wednesday after January 2<sup>nd</sup>. The release of test scores by elementary school personnel is prohibited. High schools are encouraged to make courtesy calls, prior to the second Wednesday after January 2<sup>nd</sup> to the parents of students who have completed the application process but have not been granted direct admission based on academic or behavioral factors. Test scores may not be released until the official mailing of admissions materials. **High schools may**

***also opt to send test scores, offers of scholarship and/or admission via email no earlier than 5:00 p.m. on the second Wednesday after January 2<sup>nd</sup> (High schools are required to send test scores, offers of scholarship, and/or admission via US Mail.)***

All high schools shall send to students, who have applied to their school, a complete score report from the HSPT which includes the raw score.

High schools may not require acceptance of scholarships, financial assistance, or any commitment to attend until the registration window opens. High school registration opens no earlier than 14 days after notification of acceptance. No high school may require, request, accept, process, collect, or deposit any part of the registration materials and/or payment prior to the beginning of the registration period. Items received prior to the registration date should be held for processing until the appropriate time.

#### Contact with Prospective Students

a. The period beginning with the second Wednesday after January 2<sup>nd</sup> through the following five calendar days is a no contact period for all 8<sup>th</sup> graders offered admission or conditional admission. The period of no contact exists to allow families time to consider their options free from the influence or pressure which may accompany a high school visit, phone call, etc. During the no contact period, schools, including all school personnel and anyone acting on behalf of the high school, may not initiate any contact with prospective students and/or their parents nor shall any school hold shadow days or recruitment events during this time. However, parents may contact schools with questions, to seek clarification, and/or to receive assistance as they discern their decision.

All high schools shall include in their letter of acceptance the following unedited statement replacing the appropriate no contact period dates and name of their school where indicated: *“During the period from DATE until DATE, representatives from HIGH SCHOOL NAME will not contact parents and/or students regarding admissions. This period of time is to allow for families to discern their high school decision. However, parents may initiate contact with HIGH SCHOOL NAME during this time should they have any questions.”*

b. Invitations to events honoring prospective students must be offered simultaneously with the offer of scholarship and/or admission or after the no contact period has elapsed.

c. Students will not be eligible for financial aid or merit-based scholarships (from a particular school) unless they have completed the initial application. Schools may still award admission and scholarships while awaiting receipt of supporting documents (school transcripts, letters of recommendation, etc.). Students who have submitted test scores but have not applied for admission via the school’s

process may be contacted to encourage application but no mention of scholarship possibility, nor offer of scholarship or aid, may be extended at that time. (i.e. "If you apply you would qualify for X")

d. High schools will publish the criteria for eligibility for all non-needs-based awards on their school websites by September 30<sup>th</sup>.

High schools will provide the elementary schools and the parishes with the names of students who have been offered non-needs-based awards during the admissions process by May 1<sup>st</sup>.

Elementary schools will utilize the Archdiocese of Cincinnati Release of Records Form in order to standardize the dissemination of records to the indicated high schools. Elementary schools are asked to forward records as soon as possible after the end of the first quarter/trimester in order to assist in the high school admissions process. Requested materials including student grades for 6-8<sup>th</sup> (1<sup>st</sup> marking period) grade, standardized test scores, and attendance records should be received by the high schools no later than the first Friday in December. ETR, IEP/ISP, 504 plan, school accommodation plan, and discipline records should be sent, if applicable.

High Schools requesting specific information or recommendations for academic placement of applied students shall provide elementary schools with the school specific form no later than December 1<sup>st</sup>. Forms should include a "return by date" for elementary schools.

#### **1004.04. Athletics**

OHSAA bylaw 4, section 9 addresses the recruitment of student athletes:

*"4-9-1 A student is considered a prospective athlete after enrolling in the seventh grade, or the grade corresponding to the seventh grade for a student from a foreign country, irrespective of whether the student is currently enrolled in a public 7th-8th grade school located within a public school district or a non-public school that is part of a non-public system. Any attempt to recruit a prospective student-athlete for athletic purposes shall be strictly prohibited."*

*"4-9-2 For purposes of this Bylaw Section 9, the term "recruit" shall mean the use of influence by any person connected or not connected with the school to secure the enrollment of a prospective student-athlete. The Executive Director's Office may suspend the privilege of participation in interscholastic athletics for up to 30 days during the pendency of any alleged recruiting violation. EXCEPTION 1: It is permissible for coaches and other school employees of a public school district to have contact with seventh and eighth grade students currently enrolled in that public school district; however, coaches and other school employees in a multi-high school public school district may have contact with only those students in grades seven and eight who are*

*assigned by that district to attend that high school where the coach or school employee works. EXCEPTION 2: It is permissible for coaches and other school employees of a non-public school system to have contact with seventh and eighth grade students currently enrolled in a non-public school of the same type (Catholic Conference of Ohio, Ohio Association of Independent Schools, Association of Christian Schools International or other category as denoted by the State Department of Education) provided the boundaries of that non-public school system are clearly defined and on file with the Ohio High School Athletic Association and the contact is restricted to students enrolled within that defined boundary. Note: Feeder school boundaries designated for competitive balance purposes are NOT the same boundaries as referenced in this exception to the recruiting bylaw. Unless a school system assigns all the students at the elementary school(s) within a particular boundary to a particular high school, and these boundaries are on file with the OHSAA, coaches are prohibited from contacting these students in accordance with this exception."*

*"4-9-3 "Mass marketing," though a form of recruiting students, may be permitted under this bylaw by any and all member high schools provided the mass marketing complies with the following forms:*

- 1) — Must involve the entire high school program and all of its elements and shall not be solely or primarily for the school's athletic program or programs.*
- 2) — If a mass mailing or electronic transmission is utilized, the mailing/transmission may not be directed to a specific individual or individuals by name. (AOC Note: This does not apply to students listed within the RWB database or students who have visited/contacted the high school regarding potential admission.)*
- 3) — Conducting an open house/information session for all prospective students, which SHALL be held on the campus of the member school, in a church or other house of worship that is a sponsor for that member school, or in one of the other schools sponsored by that same school system or district, is permissible provided all elements of the school program are presented. If, however, a Board of Education or other governing board in a non-public school or system prohibits the use of any of the aforementioned facilities for an open house, a school may be permitted to hold an open house at an alternative site provided: a) the facility is open and accessible to the general public; and b) the facility is not a private club, private room within a public facility or a private home; and c) the school submits a request for a waiver to use this alternative site at least 30 days prior to the open house. d) no open house or information session may be held in a private home.*
- 4) — Inviting prospective student to campus for activities that are related to all aspects of the school's educational offerings and not solely for athletic purposes is permissible provided the prohibition in item #2 is not violated.*
- 5) — Using the school website or other forms of media such as billboards, newspaper advertisements, etc. to advertise all aspects of the school's educational offerings and not solely athletics information is permissible.*
- 6) — Providing athletic camp brochures that advertise athletic camps available to a general population is permissible as long as no direct mailing to specific individuals is conducted. (See #2)*
- 7) — The only time in which it is permissible to invite students and/or their parents to a high school contest or another athletic related event such as a banquet or recognition ceremony is when the invitation is extended to an entire group or team, such a school's 7th or 8th grade team or a non-interscholastic group such as a C.Y.O. program in a specific sport, AND the participation is mutually agreed upon by the administration of both schools/organizations. This invitation to attend a high school contest or athletic*

*related event shall not include running out onto the contest venue with the team or standing on the sidelines and shall not include locker room visits, pre-contest meals with the high school team and/or any other interaction with the team prior to or after the contest.”*

*“4-9-4 Forms of recruiting that are prohibited by this bylaw include but are not limited to:*

*1) — Using direct mailings or electronic communication to send information to a specific individual or individuals by name.*

*2) — Meetings with, functions for or marketing to a select athletic group or individual/individuals, i.e., eighth grade team or individual sports participant for the purpose of influencing enrollment at the high school.*

*3) — Any coach or group of coaches having any contact with prospective student-athletes, except as permitted in Bylaw 4-9-3, who are not presently enrolled in the school’s educational program, or their parents, prior to written acceptance notification.*

*Note: For the purposes of this section of Bylaw 4, the description of “coaches” as stated in Bylaw 6-1-1 and 6-1-2 shall be applicable. Furthermore, the mere fact that a coach may also have another job title with his/her employer does not relieve that individual from this prohibition.*

*4) — Interscholastic coaches answering athletic questions from prospective student-athletes and/ or their parents and describing their programs except within the school in accordance with approved administrative policies and procedures (i.e. via admissions offices) and consistent with the provisions set forth in Bylaw 4-9-3. Note: When an admissions officer is also a member of a coaching staff, that admissions officer shall have no contact with prospective enrollees except as specified within these bylaws as permissible for coaching staff members.*

*5) — Member schools distributing athletic publications or advertising solely for athletics. All athletic materials must be accompanied by general school information prior to student registration.*

*6) — Providing favors or inducements, such as T-shirts or caps, to prospective student-athletes or their parents. a) EXCEPTION: A small token, such as a “goodie bag” containing an item or items, the value of which cannot exceed \$25 and which cannot be related to the school’s athletic program, may be given to prospective students who “shadow” or visit a member school in contemplation of enrollment.*

*7) — Providing financial aid or scholarships to a student-athlete on the basis of athletic ability.*

*8) — If a coach leaves a school to pursue a coaching opportunity at another school, the coach shall refrain from any communication with any students at his or her former school. Further as it relates to any student who might transfer to or enroll at the school where the coach is now approved as a member of the coaching staff, said transfer or enrollment shall create a rebuttable presumption of recruiting and render the student ineligible for one year from the date of enrollment unless the recruiting can be rebutted. Once the coach has been employed by or appointed to his/her new school for one calendar year from the date of employment/approval, the coach is still prohibited from communication with any students at his/her former school, but there is no longer any obligation for the new school to rebut the presumption of recruiting unless specifically requested to do so by the Executive Director’s Office.”*

*“4-9-5 Prior to enrollment, a student-athlete may visit a public or non-public school in contemplation of enrollment, as long as that contemplated enrollment is consistent with Board of Education or similar governing board policy formally adopted by that school*

*district and arrangements for the visit are made through the principal and/or school administrator designated by the Board of Education or similar governing board.”*

*“4-9-6 All questions relating to enrollment, attendance or the athletic program shall be handled through the school administration or the admissions office. If a coach is contacted by a parent or another individual who is advocating for a student, the coach is obligated to immediately disclose this contact to a school administrator and to cease all contact with the prospective student and/or parents until acceptance and/or enrollment into the school where the coach is approved to work.”*

*“4-9-7 Any violation of the recruiting prohibitions as set forth in this bylaw shall cause the recruited student-athlete to be ineligible upon enrollment. If it is determined by the Executive Director’s Office that a student-athlete was recruited in violation of these prohibitions, the Executive Director’s Office may deny the student-athlete from participation (which may include participation in the OHSAA tournament) in the sport or sports for which the student-athlete was recruited. Furthermore, the school into which the recruited student-athlete enrolls or the school the recruiting attempts were intended to benefit shall be subject to sanctions as set forth in Bylaw 11. If a coach has been found to have violated these recruiting prohibitions by the Executive Director’s Office, and is employed/approved to coach in the ensuing school year by another member school in the same sport in which the violations occurred, the school where the coach is employed/approved to coach shall be ineligible for OHSAA tournament competition in that sport for a minimum of one year.”*

**1004.05. Recruitment Activities/Procedures (Please see the attached Shadow Day letter for the 2020-2021 school year for additional information.)**

Mass. High Schools may not hold mass during the period 3:00 P.M. Saturday through 12:59 P.M. Sunday or in combination with any recruitment activity or event held on a Sunday. Any high school wishing to hold mass for enrolled students and/or their families in order to fulfill the Sunday obligation, at any point in time during the school year, must receive approval from the Archbishop.

Marketing. School marketing, advertising materials, and promotion through social media should clearly and truthfully represent programs and benefits of the school represented. Special care should be taken to ensure all materials reflect our common evangelizing mission as Catholic Schools and should do no harm to the reputations or programs of surrounding schools.

Recruiting Visits. Visits to an elementary school during the instructional day by high school personnel for the purpose of recruiting students to the high school are prohibited.



## High School On-Campus Recruiting

a. Open House. If held on a Sunday, Open House may not begin before 1:00 P.M. Elementary school principals will be informed of Open House dates and times on the CSO website.

b. Information Sessions. High schools may host an information session(s) for prospective parents and students during non-school hours. High schools may host parent-only events during school hours. Given adequate time, elementary schools will communicate this information to their school and parish families and encourage them to attend.

c. Grade School Nights. High schools may have grade school nights at athletic, academic, or fine arts events as long as the event is open to all students.

d. School Visits – Catholic Elementary School Students. These visits complement and support the concept of parental choice by permitting 8<sup>th</sup> grade students an opportunity to experience first-hand the life and culture of a specific school on a given day. These visits are limited to 8<sup>th</sup> grade students. Visiting only once at each prospective high school is strongly recommended. Parents are not to accompany the student during the “school day visit.” Elementary Schools shall create school visitation policies which support Catholic Education from K-12. Therefore, a school's attendance policies should not penalize students and families who choose to take part in high school exploration activities prior to enrollment. To this end, schools will not issue zeroes to students who attend shadow days or experience days at high schools as a part of the recruitment process. High school visits are of two types:

1. Individual visits. High schools may invite 8<sup>th</sup> grade students to visit their school on designated days (i.e., “shadowing” or “experience” days). *These visits will not extend beyond normal instructional hours.* 8<sup>th</sup> grade students are permitted to make at least three (3) individual visits, during the school day, in order to help in discerning the best fit. Explicit parental consent is required. Elementary schools may require students to obtain signed verification of attendance from the high school however students should not be penalized for attending shadow days. The school's regular attendance policy should be followed. High schools will post the designated days on the Archdiocesan website no later than August 15<sup>th</sup>.
2. Group visits High schools may work with individual or groups of elementary schools to schedule days when 8<sup>th</sup> grade students are invited to spend a day or portion of a day at the high school. *Group visits must have an academic and/or religious basis.* These days must be scheduled by the high schools and

elementary schools no later than April 15<sup>th</sup> for the upcoming school year. Normal rules for absences can be applied. Academic penalties or vocal discouragement by school personnel should not occur. Elementary schools that schedule such days with one high school must make good-faith efforts to schedule such days with other interested high schools.

e. School Visits - Students Not Enrolled in a Catholic Elementary School.

Seventh grade students who are not enrolled in a Catholic elementary school are permitted to make school visits (individual or group) starting March 1<sup>st</sup>. These visits will not be scheduled in the fall so that current 8<sup>th</sup> grade students will have every opportunity to make school visits prior to high school selection. All RWB policies apply to these visits. Any exceptions or extenuating circumstances will be reviewed for approval by the CSO.

Recruitment Database

***For High Schools:***

The updated recruitment database will be available upon request to the high schools, which are current on their Archdiocese Assessment payments, after August 15<sup>th</sup>. High schools should request a new copy of the database prior to any mass mailing. This database is for the use of the participating high schools for marketing and recruitment purposes only. If provided under contract to a 3<sup>rd</sup> party for marketing and recruitment activities, the contract must prohibit the sale or use of any database information for any other purpose.

***For Elementary Schools:***

As part of year-end closeout procedures, elementary schools will send contact information for students enrolled in grades 5-8 for the following school year to the CSO no later than July 15<sup>th</sup>. Contact information will include student name, address, home phone, grade level, gender and parent e-mail. Updates to the information may be submitted at any time. This information will be included in a database that will be made available to participating high schools.

Parents must be given the opportunity to restrict the release of this information. Elementary schools are encouraged to incorporate the “opt out” language into their Parent/Student Handbooks suggested by the CSO.

## 1004.06. Sanctions Procedures

In the event the Superintendent or a member school or schools has reason to believe that another member school has violated recruiting policy, the Principal or President of the school(s) that suspects a violation has occurred should contact the Director of Secondary Schools via the Suspected Violation of RWB Form. The complainant can request to remain anonymous to both the violating school and the RWB Review Committee. The Director of Secondary Schools will investigate the situation and report back to the complainant. If this does not result in resolution:

a. The President or Principal should contact the Superintendent with written documentation of the alleged violation.

b. The Superintendent (or designee) will convene the RWB Review Committee which will review the documentation for credibility and substance. RWB Review Committee members will represent a variety of perspectives on the matter at hand, to include 7 - 10 persons composed of high school and elementary school personnel.

c. If the evidence is credible and substantive, the school accused of the violation, as well as the reporting school, may be asked to meet with the committee to explain the circumstances surrounding the alleged violation.

d. The RWB Review Committee will recommend to the Superintendent and/or governing body of the accused school sanctions (if appropriate) based upon the findings of the committee.

Sanctions may include but are not limited to:

- Letter of warning
- Probation
- Denial of access to the recruitment database
- Financial penalty including fines
- Job action
- Disqualification from GCL team awards

Should a second violation occur, at any point in time, additional sanctions may occur.

Any sanctions issued will be made public to all archdiocesan schools.

e. The Superintendent will notify the governing authority of the sanctioned school and the reporting school(s) detailing the sanctions imposed within 30 days of the RWB Review Committee recommendation. The decision of the Superintendent is final.

f. The school receiving a sanction will provide written acknowledgement of the sanctions to the Superintendent within 30 days of receipt of the Superintendent's sanctions notification (see preceding paragraph).

**Membership on the RWB Review Committee.** *Members shall consist of 7 - 10 persons as follows:*

- a. *Chairperson – Catholic School Office designee*
- b. *One President/Principal from each of the three GCL divisions*
- c. *Two elementary school principals*
- d. *One high school admissions director*
- e. *Up to three additional members as deemed appropriate by the Superintendent.*

Members shall serve three-year terms and are appointed by the Superintendent. Members may serve an additional three year term but will not be permitted to serve more than two consecutive terms. Recommendations/nominations for membership on the committee will be opened and publicized annually in the Principals' News. Terms shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

#### 1004.07. Exemptions from Policy

Catholic Central Junior/Senior High School, Lehman High School and the elementary schools in the northern area (Holy Angels, Holy Rosary, Immaculate Conception (Celina), Piqua Catholic, St. Mary and St. Patrick), and St. Rita School for the Deaf are exempt from this policy.

#### 1004.08. Policy Review

RWB policy will be reviewed annually by the RWB Review Committee. The process will be as follows:

- a. Notice will be placed in the Principals' News for potential areas of change.
- b. The RWB Review Committee will review policy and make recommendations to the Superintendent by April 1<sup>st</sup> for the upcoming school

year. The committee will consult with the Presidents/Principals, PACTS and the Superintendent for changes. Beginning with the 2015-2016 school year, RWB will become a policy of the Archdiocese of Cincinnati.

c. The Superintendent will consult with the Archdiocesan Catholic Schools Council (ACSC) for the upcoming school year.

d. The Superintendent will make the final recommendation to the Archbishop.

e. The Archbishop will make the final decision on whether changes are made.



## ARCHDIOCESE OF CINCINNATI

Catholic Schools Office

August 13, 2020

Dear Catholic School Leaders,

During the Principals' Meeting last week, a request was made to address "shadowing" experiences for eighth grade students during the 2020-2021 school year. Due to concerns regarding COVID-19, the following parameters have been determined for shadow days during the 2020-2021 school year:

- Beginning on October 1, 2020, Catholic high schools within the Archdiocese of Cincinnati will be permitted to offer shadow day opportunities for current eighth graders.
- Shadow day opportunities must comply with all Archdiocese of Cincinnati and local health department requirements (i.e. masks, social distancing, handwashing, etc.).
- All high schools must publish their plans for shadow days on their websites. This will allow parents the opportunity to review an individual high school's plan prior to providing consent.
- High schools are encouraged to have alternative shadow day options available for students who do not wish attend in-person.
- Large group, in-person recruitment events during the school day will not be permitted.
- Per the Recruitment Without Boundaries Policy (RWB) 1004.05. Recruitment Activities/Procedures, eighth grade students will be permitted to make up to three high school visits during the school day without consequence. Explicit parental consent is required. Attending a virtual shadow day (during the school day) will be counted as one of the three shadow days available.
- The Archdiocese of Cincinnati follows the mandates, recommendations and guidelines of the Bishops of Ohio and the Governor of Ohio. If school closure occurs for an individual, several or all schools, in-person shadow days may be suspended indefinitely (Virtual shadow days will be permitted).

I appreciate your understanding and flexibility during this trying and difficult time. Our priority must continue to be the safety and well-being of our students. As always, thank you for your dedication to the children, families, staffs and communities we serve.

Sincerely,

Susan M. Gibbons  
Director of Educational Services and Superintendent  
Archdiocese of Cincinnati

RADIATE CHRIST