

Student Handbook 2017 – 2018



Archbishop Rummel High School
1901 Severn Avenue
Metairie, Louisiana 70001

School Office | 504.834.5592
Facsimile | 504.832.4016
School Website | www.rummelraiders.com
School Email | info@rummelraiders.com



1901 Severn Avenue • Metairie, LA 70001 • 504.834.5592
www.rummelraiders.com

**Under the auspices of
The Archdiocese of New Orleans
Educating the Youth of the Archdiocese
Since 1962**

**A Recognized School of Excellence
by the
U.S. Department of Education**

**Approved by
The Department of Education of the State of Louisiana**

**Accredited by
AdvancED
Louisiana State Board of Education**

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

In accordance with the Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for your review in the the Principal's office during school hours. If you desire a copy of the plan it will be made available to you at the cost of \$25.00 which covers the cost of reproduction.

Archbishop Rummel High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at its school. Applicants and students are not discriminated against on the basis of race, color, national and ethnic origin in administration of admission and educational policies, scholarship and loan programs, and in athletic and other school-administered programs.

The rules and policies for Archbishop Rummel High School are outlined in the student handbook which is posted on the school website. The rules and policies in the Archbishop Rummel High School student handbook are a material condition of the contractual agreement between the school and the student and his parents/guardians. In developing the rules and policies for Archbishop Rummel High School, we have tried to be as explicit as possible, but we are aware that during the academic year new and unusual circumstances may arise. The principal will have the authority to use his discretion in making decisions regarding unforeseen circumstances. The principal may also amend the student handbook, and parents and students will be given notice.

Archbishop Rummel High School

2017 – 2018 Student Policy Acknowledgement Form

The rules and policies for Archbishop Rummel High School are outlined in the documents listed below and are a material condition of the contractual agreement between the school and the student and his parent/guardians. Each student and his parent/guardian is required to read and understand the:

- Admission Policy
- Academic Policy
- Athletic Policy
- Discipline Policy
- Disciplinary Consequences
- Technology Policy

In developing the rules and policies for Archbishop Rummel High School, we have tried to be as explicit as possible, but we are aware that during the academic year new and unusual circumstances may arise. The principal will have the authority to use his discretion in making decisions regarding unforeseen circumstances. The principal may also amend any of these documents, and parents and students will be given notice.

By signing below, parents and students indicate that they have read and that they understand the policies, rules, and regulations of Archbishop Rummel High School and agree to abide by these rules during the 2017-2018 school year.

Student Name _____ Grade _____
(Please print)

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



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Mission and Beliefs

Mission Statement

Archbishop Rummel High School educates each student according to the principles of the Catholic Church in the Lasallian tradition of faith, community, and service. In a caring, disciplined environment of social awareness and academic excellence, Archbishop Rummel High School challenges each student to recognize the dignity of life and to develop and share, to the best of his ability, his unique talents.

Raider Code of Pride

An Archbishop Rummel Raider strives to be a Christian gentleman – one who takes to heart Jesus’ command to love God and to love one’s neighbor. He shows his commitment to this command by his actions. He is courteous to his fellow Raiders, respectful of his elders and protective of his school and its property. He supports his commitment by word, gesture and posture in such a way that he witnesses to his belief that he is a Temple of the Holy Spirit. His general behavior gives evidence of his pride in being a member of the Archbishop Rummel Family.

Profile of an Archbishop Rummel High School Graduate

Catholic Lasallian Tradition

The Archbishop Rummel High School graduate:

- Personifies the teachings of Jesus Christ and the Catholic Church by practicing his faith
- Models the traditions of faith, community, and service espoused by St. John Baptist de La Salle as stated in the Lasallian Five Core Principles
- Strives to be a Christian gentleman through his compassion for others
- Fulfills his civic responsibilities through active participation in the community
- Honors and enhances the traditions of Archbishop Rummel High School

Social Awareness

The Archbishop Rummel High School graduate:

- Embodies the spirit of our namesake, Archbishop Joseph Francis Rummel
- Respects the dignity of others
- Displays high morals and values
- Exhibits intellectual, spiritual, and social maturity
- Epitomizes school pride through his words and his actions
- Applies self-discipline in adverse situations
- Accepts ownership of his actions
- Exemplifies self-confidence in an ever-changing, culturally diverse world
- Dedicates himself to his family
- Promotes justice and social awareness

Academic Excellence

The Archbishop Rummel High School graduate:

- Engages in learning as a lifelong process
- Commits himself to personal and professional excellence
- Promotes honesty and integrity
- Thinks critically to solve problems
- Communicates effectively

- Identifies and cultivates his unique talents
- Makes informed decisions
- Strives to reach his full potential

Principles for Open Communication

As Catholic school educators at Archbishop Rummel High School, we are called to assist parents in fulfilling their obligation to provide for the faith formation and Christian education of their children. With this fundamental responsibility in mind, all communication will be given and received in a spirit of mutual support, charity, and with a desire to help young people grow in knowledge and responsibility.

As educators, we will:

- respect parents' right to know and understand factors influencing their son's progress in school
- respect confidential information shared by parents with the school or with individual staff members
- work professionally with parents as partners in the education of Rummel students

Communication will be governed at all times by two key principles. First, we encourage and welcome questions from students and parents. Such inquiries are the first steps toward understanding and progress. Students and parents should not be afraid to raise questions or make inquiries to a staff member because they fear consequences of any kind. Second, anonymous information or complaints will not be accepted or forwarded. Anonymity is a barrier to open communication and problem solving.

It is our hope that students should feel free to approach their teachers, coaches, or moderators with any concerns or questions. This step should be the first one toward resolving a difficulty, and often, a problem is easily correctable with discussion and the sharing of information. Such communication is welcomed and expected as a genuine way of learning. It is often an important step prior to parents needing to become involved in discussion with teachers or other staff members. Staff members are always willing to respond to an inquiry and are committed to responding promptly to their students. As a general rule, teachers should respond to a parent's inquiry within 24 hours.

After an initial contact by students and/or parents has been made with a staff member, students and/or parents may feel free to contact an appropriate supervisor should they still have questions or feel that more discussion or clarification is needed. As a general rule, students and parents should direct their questions or concerns to the faculty/staff members in the following sequence:

- 1) Teacher or staff member with whom the student is directly involved related to the issue.
- 2) If no resolution, teacher's department chair, or staff member supervisor.
- 3) Guidance Counselor
- 4) Assistant Principal
- 5) Principal

All general questions or concerns regarding academics and curriculum should be directed to the assistant principal for academics and instruction. Questions involving discipline should be directed to the assistant principal of discipline and student achievement. Questions related to athletics should be directed to the athletic director, and those questions related to student activities other than athletics should be directed to the director of student activities.

While we encourage voicemail and/or email as means to facilitate the scheduling of meetings or as ways to begin communication, these methods cannot serve as substitutes for direct telephone conversations or face-to-face meetings. When concerns/issues need to be addressed, parents, students, and staff members should try to discuss them in person in a direct and courteous manner.

The Archbishop Rummel High School counseling staff is an excellent resource for those students who may have questions or concerns about social development. Your son has been assigned a specific counselor. The director of guidance or the guidance department secretary can assist you in contacting your son's counselor.

It is our goal as a community founded on Christian values to be forthright and open in all communication with parents, students, and fellow staff members. We look forward to working together to provide Archbishop Rummel High School students a communication model that will serve them for a lifetime.

Academic Policy

Classroom instruction at Archbishop Rummel High School always seeks to fulfill the spiritual and academic potential of each student. Teachers work to foster a sense of Catholic community through daily prayer and a commitment to Catholic principles. In addition, teachers design academic programs so that students use their knowledge in the service not only of self but also of others.

In the image and likeness of God, each student is capable of great intelligence and learning. To this end, teachers plan lessons based on sound academic principles. They challenge their students to think critically and continually assess the work of their students, remediating when necessary to make sure students gain the academic skills they need. Above all, teachers encourage the pursuit of lifelong learning.

Archbishop Rummel High School seeks to provide academic opportunities that assist in the personal growth and development of each and every student. In order to encourage students to perform to their fullest potential and to use their unique gifts and talents, Archbishop Rummel High School encourages each student to plan his course selections with input and assistance from his teachers, counselors, and parents. Ultimately, the student takes responsibility for establishing and meeting his academic goals.

Archbishop Rummel High School conducts a four-year high school and an eighth grade program of studies. Students must complete four years of high school studies before they are graduated.

Academic Honesty

The ethical well being of the school community and the moral development of students depend on each student's accepting responsibility for his personal conduct in academic endeavors. Therefore, students are expected to attend Archbishop Rummel High School ready to learn and demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is essential for his success at Archbishop Rummel High School, where students must engage in an honest pursuit of knowledge. Academic honesty requires that students produce their own work. In contrast, academic dishonesty is a student's attempt to claim possession of knowledge and/or skills that he does not possess.

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to academic probation by the school. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws. For purposes of this policy, "assessment" means any graded assignment including homework, quiz, test, project, and exam that the teacher assigns for an individual student to complete. Unless otherwise directed by a teacher, students must complete all assignments individually.

Examples of academic dishonesty include, but are not limited to:

- Completing all or part of another student's assignment
- Using notes or resources to complete an assessment in a way other than permitted by the teacher
- Talking during an assessment without permission from the teacher - the teacher cannot be expected to determine the content of a conversation between students
- Copying from another student's assessment or allowing another student to copy from one's assessment
- Providing or selling assessment information to another student

- Using deceptive or fraudulent means to obtain or attempt to obtain credit for academic work; lying about attendance, ability to complete a test, or already turning in an assignment; missing class in order to avoid turning in an assignment or taking a test
- Tampering with a teacher’s records or grades
- Retaining an assessment that the teacher has asked students to return
- Plagiarizing materials: using any material from a written work or from the Internet without proper citation and appropriate credit - plagiarizing includes omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page at the end of the assignment, and/or closely paraphrasing an author without giving credit to that author for the use of his or her ideas - paraphrasing is the student’s use of an author’s idea by rewording and/or rearranging that author’s original text (to avoid the charge of plagiarism, the student should include bibliographic references along with a quote or loose paraphrase from any author consulted)

Responsibilities of Students, Parents, Teachers, and Administrators

The **student** is expected to uphold the letter and the spirit of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments, and in-class assignments. No assignment is exempt from this policy.

The **parent** is expected to adopt the philosophical wholesomeness of this policy and uphold the letter and the spirit of it by reviewing it with his or her son and encouraging the student to practice academic honesty throughout his years at Archbishop Rummel High School.

The **teacher** is expected to clarify expectations about homework and projects and acceptable test behavior on the course syllabus posted on Canvas. The teacher is also expected to review with the students the Academic Honesty Policy at the beginning of each semester and other times during the year as he or she deems appropriate. The teacher will enforce the policy in all instances of academic dishonesty following the process outlined below.

Process for Disciplinary Action

The process whereby a student will be punished for infraction of the Academic Honesty Policy includes the following steps:

- The teacher will confer with the student and contact the parent/guardian by phone to review the academic dishonesty incident within one school day of the teacher’s awareness of the incident.
- The teacher will submit a written referral, with appropriate documentation, to the assistant principal within one school day of the incident.
- The assistant principal will record the infraction in the student’s permanent file.
- If the infraction is of a criminal nature: Local, state, or federal law enforcement officials will be alerted, and the student may be dismissed from Archbishop Rummel High School.

Disciplinary Action for Student Violation of the Academic Honesty Policy

Consequences for a student’s involvement in an act of academic dishonesty include the following actions:

Assessment Weighted as Test, Quiz, or Exam (Type 1 Violation)

1. The student will receive an automatic zero on the assessment. No make-up work will be offered to compensate for the zero. The student will be placed on academic probation for the remaining time of his enrollment at Archbishop Rummel High School. A conference will be held with the assistant principal, parent/guardian, teacher, counselor, and the student.

2. If a second Type 1 Violation occurs while a student is enrolled at Archbishop Rummel High School, then the student will receive an F in that course for the grading period. Another conference will be held with the assistant principal, parent/guardian, teacher, counselor, and the student.
3. If a third Type 1 Violation occurs while a student is enrolled at Archbishop Rummel High School, then the student faces suspension or expulsion and must appear before an academic honesty committee composed of teachers and administrators. If the committee allows the student to remain enrolled, then the student will be suspended and will receive an F for the year. He must attend summer school for that course.
4. If a fourth Type 1 Violation occurs while a student is enrolled at Archbishop Rummel High School, the student will be expelled without a hearing as in #3 above.

Assessment Weighted as Homework or Other Type (Type 2 Violation)

1. The student will receive an automatic zero on the assignment. No make-up work will be offered to compensate for the zero.
2. If a second Type 2 Violation occurs while a student is enrolled at Archbishop Rummel High School, then the student will receive a zero on the assignment and an after-school detention.
3. If a third Type 2 Violation occurs while a student is enrolled at Archbishop Rummel High School, then the student will receive a zero on the assignment and will be suspended.
4. If a fourth Type 2 Violation occurs while a student is enrolled at Archbishop Rummel High School, then the student will be asked to withdraw from Archbishop Rummel High School.

Academic Probation

Academic probation is a temporary status that provides a student the opportunity to acknowledge his academic difficulties while working toward academic success. A student is placed on academic probation if he does any of the following:

- fails two or more subjects in any nine-week grading period
- violates the school's Academic Honesty Policy

The probationary period will be set for one quarter.

A student on academic probation will meet regularly with his guidance counselor, develop a plan of action for improving his grades, and implement the plan under the counselor's supervision. After the probationary period, if the student has demonstrated measurable evidence of academic improvement, he will be removed from academic probation. If the student shows little or no evidence of academic improvement, the assistant principal may extend the probationary period for another quarter. If a student remains on academic probation for more than two quarters, the student may not be allowed to remain at Archbishop Rummel High School.

Courses at Other Schools

Archbishop Rummel High School students may enroll in classes at other schools, including independent/correspondence study and virtual school programs, only with advance permission from the assistant principal. However, while the student may receive credit, the grade in the course WILL NOT be used to compute the student's grade point average for purposes of rank and valedictorian/salutatorian merit.

Programs scheduled outside the regular school day may not replace any course scheduled during the regular

day. Any such programs may be scheduled for extra credit. One such course is Drivers' Education, which is open to all students with preference given to upperclassmen. One-half (1/2) credit can be earned.

Electives

As part of the scheduling process, students are offered several choices to select electives that meet their interests and needs as they work toward completion of their required program of studies. During the scheduling process, which begins in January, students are given descriptions of each elective by their grade level guidance counselor and the assistant principal. Electives available for students to choose from are listed below.

Elective Course	Available to Students in Grade				
	8	9	10	11	12
Art I			✓	✓	✓
Art II				✓	✓
Art III					✓
Art IV					✓
Ceramics				✓	✓
Band, Advanced (by audition)	✓	✓	✓	✓	✓
Band, Beginning	✓	✓	✓	✓	✓
Computer Science AP			✓	✓	✓
Latin III Honors			✓	✓	✓
Latin IV AP				✓	✓
Statistics AP			✓	✓	✓

Biomedical Sciences, Engineering, and Law Studies

Three four-year sequences of electives are available to students in grades 9-12.

In the Biomedical Sciences curriculum, students work independently and in teams to solve authentic problems related to the biomedical sciences and human health. Students produce papers and poster sessions for peer and professional review, applying their knowledge to innovative designs using computer-based models and situations from the real world. They work frequently with professionals in the field including doctors, nurses, allied healthcare professionals, bioethicists, bioinformatics specialists, and others.

In the Engineering curriculum, students solve authentic problems related to engineering. Students apply their knowledge to innovative designs using computer-based models and situations from the real world. They work frequently with professionals in the engineering field.

In the Law Studies curriculum, students learn how to think logically and construct and deliver effective speeches and debates. Students understand how to act as entrepreneurs by setting up a model business, playing the stock market game, setting contracts, and applying both ethics and law to the management of a business. They also develop an understanding of local, state, and federal law, and analyze evidence to present and judge in a forensic setting.

Students may sign up for either track beginning in 9th grade. A student who elects to begin a track starts at the first-year course for that track, regardless of the student's grade level. For example, a junior would begin with Biomedical Sciences I, Engineering I, or Law Studies I and could continue in his senior year to Biomedical Sciences II, Engineering II, or Law Studies II.

Examinations

Exam Schedule

In each subject, a seventy-minute examination is administered the last week of each quarter, with no more than two examinations given each morning.

Exemption Policy

Exemptions from exams will be allowed in the fourth quarter of one-year courses. Students on all grade levels meeting the criteria for exemption will be eligible for exemption. Exemption criteria will be the same for all students. If the teacher chooses to exempt, then the teacher must exempt all students that meet the exemption criteria. No other criteria are allowed for exemption.

In a full credit course, a student must have earned an A in the course for the first, second, and third quarters and have an A average in the fourth quarter.

Grading

Promotion Requirements

A student is promoted to the next grade level only after successfully completing all courses for the present grade level including service hours for Religion. Any student who fails any course must make up the failure in the Archbishop Rummel Summer School before entering the next grade.

Archbishop Rummel High School eighth-graders may not repeat their eighth-grade year to substitute as remediation of any failed course. An eighth-grader who fails any course must make up the failure in the Archbishop Rummel Summer School.

An eighth-grader who fails Algebra I or English I must retake the course as a freshman. As a way to better prepare the student, he must also take the class in the Archbishop Rummel Summer School.

Seniors

In order to receive an Archbishop Rummel High School diploma, a senior must pass all seven credits in the senior year including service hours for Religion. A senior who has passed all required courses in the school curriculum will be awarded the Archbishop Rummel High School diploma.

A senior who has not fulfilled the requirements of either the Archbishop Rummel High School curriculum or the Louisiana Department of Education curriculum will not be allowed to participate in graduation events. In order to earn a diploma, he must make up the failure(s) in the Archbishop Rummel Summer School. Once those classes are successfully completed, he receives an Archbishop Rummel High School diploma.

Scale

The scholastic year is divided into four quarters. A letter grade in the range of A+ to F is given in each subject at the end of each quarter. All grades at Archbishop Rummel High School will be determined according to the following grade scale:

A+	98-100	B+	87-89	C+	78-79	D	67-71
A	94-97	B	83-86	C	74-77		
A-	90-93	B-	80-82	C-	72-73		

Grade Point Averages

In determining grade point averages (GPA), quality points are assigned to each letter grade as follows:

Advanced Placement Courses

A+	6.33	B+	5.33	C+	4.33	D	3.00
A	6.00	B	5.00	C	4.00	F	0.00
A-	5.67	B-	4.67	C-	3.67		

Honors Courses

A+	5.33	B+	4.33	C+	3.33	D	2.00
A	5.00	B	4.00	C	3.00	F	0.00
A-	4.67	B-	3.67	C-	2.67		

Academic Courses

A+	4.33	B+	3.33	C+	2.33	D	1.00
A	4.00	B	3.00	C	2.00	F	0.00
A-	3.67	B-	2.67	C-	1.67		

Archbishop Rummel High School computes a grade point average (GPA) on an internal adjusted scale for a yearly class rank, final class rank, all academic awards, and all academic honors presented within the school.

The school also computes a simple grade point average on a 4.0 scale for the Louisiana High School Athletic Association (LHSAA), the National Collegiate Athletic Association (NCAA), and the Tuition Opportunity Program for Students (TOPS). Only certain specific courses are used to determine eligibility for NCAA and TOPS. For a student in Honors or Advanced Placement courses, his grade point average for TOPS will be computed by using the TOPS weighted scale for letter grades A, B, C, and D.

A student's grade point average and final transcript will be determined by using only and all subjects and high school credits printed on the report card from grades eight through twelve.

However, beginning with the 2015-2016 school year, a student's grade point average for the purpose of rank and valedictorian/salutatorian merit will be determined using only the courses printed on the report card and taught by an Archbishop Rummel High School teacher on the Archbishop Rummel High School campus. Final ranking includes the fourth quarter of senior year.

High school credits earned in eighth grade will be posted on the transcript. However, only high school credits earned in eighth grade taught by an Archbishop Rummel High School teacher on the Archbishop Rummel High School campus will be used to determine grade point average and rank.

Passing Grades/Failures

The grades in each subject for the two grading periods during the course of the semester are averaged, giving a student his semester grade for each subject.

At the end of the first semester, if a student's grade in a full year subject is below 67%, then the student continues in the subject during the second semester; however, the grade that he earns at the end of the second semester must raise his yearly average to 67%. Failure to earn 67% results in failure in the subject for the academic year. A student must then earn the credit by enrolling in the Archbishop Rummel Summer School.

If a student passes the first semester in a full year subject, but fails the second semester, and has a yearly average above 67%, then he must attend Archbishop Rummel Summer School to earn the second semester half-credit.

If a student passes the first semester in a full year subject, but fails the second semester, and has a yearly average below 67%, then he must attend Archbishop Rummel Summer School to earn the full credit.

If a student fails the fourth quarter of a full credit subject or the second quarter of a half-credit subject, then he automatically fails the semester and must attend Archbishop Rummel Summer School to earn the necessary credit.

If a student fails five semesters of coursework, then he is not eligible to return for the following school year. A student failing four or fewer semesters of coursework may be allowed to return on the condition that the credits are earned in Archbishop Rummel Summer School.

At the middle of each quarter, progress reports are sent to all the parents/guardians.

At the end of each quarter, each student will receive a report card listing his grades for each course.

Transcripts

The Archbishop Rummel High School transcript serves as the official student record. All high school level courses and their respective semester and final grades are recorded on the high school transcript. Grades acquired in Archbishop Rummel Summer School are included, but these grades do not replace grades earned during the regular school year. The assistant principal makes all decisions regarding student transcripts.

Canvas and Progress Reports

Student grades in each course are updated at least once every two weeks by teachers of those courses. Parents and students are provided with Canvas accounts at the beginning of the school year so that they may have access to information posted on Canvas. Progress reports are also emailed at the middle of each quarter to all students.

Cumulative GPA

A student's cumulative grade point average is reported on a student's high school transcript. The cumulative grade point average is determined by each set of semester grades that a student earns during his high school

years. Summer school grades are not included in these calculations. Please note that colleges, universities, and other scholarship institutions reserve the right to recalculate a student's cumulative grade point average according to their requirements and regulations.

Honors Program

Students enrolled in all required honors courses during their sophomore year are invited to participate in the Honors program. A student participating in the Honors program will be required to complete successfully all honors courses for sophomore year as well as continue taking honors or advanced placement courses in his junior and senior years, including courses in English, mathematics, science, and social studies. Students must take an honors elective during junior or senior year. A student's successful participation in the Honors program earns him an honors diploma at graduation, provided he has met all course requirements and the following requirements by the end of his senior year:

- Cumulative grade point average of 3.0 or higher
- No semester grade of D or below in any course
- Placement in Honors or Advanced Placement courses
- Adherence to the Academic Honesty Policy

Library

The mission of the Kenneth J. Bossetta Library Media Program is two-fold:

- To provide the resources, services and instruction that will assist students and teachers in becoming effective and efficient seekers and users of information.
- To assist students in developing an appreciation of the value of literature and of reading as a means of access to knowledge and as an enjoyable lifelong pursuit.

Students are required to follow the rules below while using the Library:

1. The library is open on regular school days from 7:00 a.m. until 3:15 p.m. Exceptions occur for faculty meetings, early dismissals, and exam days.
2. The library is a place for QUIET STUDY, READING, and/or RESEARCH. Group study should be done in the Raider Room. The Reference Area is designated as a completely silent area.
3. Students should always enter and leave the library quietly. While in the library, students must be respectful and considerate of other people and take proper care of materials and equipment.
4. Passes are needed to come to the library during class periods. Passes are issued by the classroom teacher then presented to one of the librarians immediately upon entering the library.
5. Students must not take book bags or bags of any kind into the stacks.
6. Students must not bring food, drink, or gum into the library. NO eating or drinking.
7. Students may check out books from the general collection for a TWO-WEEK period. Reference and reserved materials are checked out after the last class period of the day and must be returned before the first period of the following day. Calculators are checked out for specific periods and must be returned immediately after that class.
8. Ten cents per day is charged on overdue books from the general collection. Twenty-five cents a day is charged on overnight, reference, and reserved materials. Overdue notices are a courtesy. The initial notices of the due dates of materials are these rules and the date due slip taken by the students at checkout.

9. Students are responsible for lost or damaged library materials. Lost books will be paid for at the current retail price plus \$1.00 for processing.
10. All library records must be cleared at the end of each quarter. Library and/or school detentions will be issued if materials and debts are not cleared in a timely manner.
11. Reading Counts quizzes may only be taken on completed books that are read for the first time during the current grading quarter.
12. Students must follow the Acceptable Use Policy and library rules when using computers or mobile devices in the library. Students who violate this Acceptable Use Policy will lose computer privileges.

Program of Studies

Archbishop Rummel High School’s academic program is distinguished by a rigorous and comprehensive curriculum design unique to each course and each academic discipline. This curriculum, taught by dedicated professional educators, offers the students a variety, both broad and deep, of college preparatory courses, including those recognized by the College Board as fulfilling the criteria for Advanced Placement.

Upon successful completion of Archbishop Rummel High School’s academic program, each student will have earned sufficient credits in the courses necessary not only to meet, but also exceed the criteria established by the Louisiana Department of Education, AdvancED, and the Louisiana Tuition Opportunity Program for Students (TOPS).

In accordance with Archbishop Rummel High School’s mission statement, the objective of the academic program is to provide an environment of academic excellence that challenges each student to the best of his ability. Therefore, after dialogue with the student, it is incumbent upon the Guidance Office and the assistant principal to provide the student with a class schedule that is adapted to meet the student’s needs and abilities and fosters his academic success.

Students will be placed into Honors or Academic courses.

Graduation Requirements		
Courses	Honors Requirements	Academic Requirements
English	4 or 5 credits	4 credits
ACT and/or PSAT Prep	1 credit	0.5 credit of ACT Prep
Fine Arts	1 credit	1 credit
Foreign Language	2 credits of Latin	2 credits of Spanish
Mathematics	4 or 5 credits	4 credits
Physical Education	2 credits	2.5 credits
Religion	4 credits	4 credits
Science	4 or 5 credits	4 or 5 credits
Social Studies	4 credits	4 credits
Electives	2 or 4 credits	2 or 4 credits
Total	28 or 33 credits	28 or 31 credits

Curriculum for Students that Enter in 8th Grade

8th Grade	
Honors	Academic
Religion 8	Religion 8
Algebra I Honors	Intro to Algebra
English I Honors	English 8
World Geography Honors	World Geography
Physical Science Honors	Physical Science
Latin I Honors	Reading 8
PE or Band	PE or Band
9th Grade	
Honors	Academic
Religion I	Religion I
Geometry Honors	Algebra I
English II Honors	English I
World History Honors	Pre-Professional Elective or Band
Biology Honors	Biology
Latin II Honors	Spanish I
Pre-Professional Elective or Band	PE
10th Grade	
Honors	Academic
Religion II	Religion II
Algebra II Honors	Geometry
English III Honors	English II
Fine Arts Survey Honors	World History
Science or Pre-Professional Elective	Science or Pre-Professional Elective
PE and PSAT Prep	Spanish II
Honors Elective or Band	Elective
11th Grade	
Honors	Academic
Religion III	Religion III
Precalculus Honors	Algebra II
English IV AP	English III
American History AP	American History
Chemistry Honors	Chemistry
ACT Prep and PE	ACT Prep and PE
Elective or Band	Elective
12th Grade	
Honors	Academic
Religion IV	Religion IV
Calculus AP	Advanced Math or Precalculus
English V AP	English IV
Civics AP	Civics
Honors Science Elective	Science Elective
Elective	Elective
Elective	Elective

For Academic students, at least one elective MUST be a Fine Arts elective.

Curriculum for Students that Enter in 9th Grade

9th Grade	
Honors	Academic
Religion I	Religion I
Algebra I Honors	Algebra I
English I Honors	English I
World Geography Honors	World Geography
Physical Science Honors	Physical Science
Latin I Honors	Spanish I
Pre-Professional Elective or Band	PE or Band
10th Grade	
Honors	Academic
Religion II	Religion II
Geometry Honors	Geometry
English II Honors	English II
World History Honors	World History
Biology Honors	Biology
PE and PSAT Prep	Spanish II
Fine Arts Survey Honors or Band	Elective
11th Grade	
Honors	Academic
Religion III	Religion III
Algebra II Honors	Algebra II
English III Honors	English III
American History AP	American History
Chemistry Honors	Chemistry
ACT Prep and PE	ACT Prep and PE
Elective or Band	Elective
12th Grade	
Honors	Academic
Religion IV	Religion IV
Pre-Calculus Honors	Advanced Math or Precalculus
English IV AP	English IV
Civics AP	Civics
Honors Science Elective	Science Elective
Elective	Elective
Elective	Elective

For Academic students, at least one elective MUST be a Fine Arts elective.

Recognition

Valedictorian/Salutatorian Awards

The valedictorian and salutatorian of the graduating class are the seniors ranked first and second respectively through the fourth quarter of their senior year. To be eligible for this distinction, the valedictorian and salutatorian must have attended Archbishop Rummel High School for all four years of high school.

Honors Graduates

Seniors who were enrolled in the Honors curriculum and have maintained a 3.0 grade point average (GPA) or higher through the fourth quarter with no semester grade of D or below are designated as Honors Graduates. At commencement exercises, these graduates receive the Archbishop Rummel Honors Diploma and wear the blue honor stole.

Commended Graduates

Seniors who have maintained a 3.50 grade point average (GPA) or higher through the fourth quarter are designated as Commended Graduates. At commencement exercises, these graduates receive the Archbishop Rummel Diploma and wear the red honor stole.

Resource Program

The Archbishop Rummel High School Resource Program assists students who have a documented learning disability or medical condition that qualifies them for special services. For one of their class periods, students in the Resource Program receive remediation or tutoring in any areas they are having difficulty. Services are also available before and after school and during the student's lunch period.

Scheduling of Courses

Incoming Students

The Placement Committee uses past grades and scores from the High School Placement Exam to determine the placement of courses for all incoming students. The assistant principal makes all final decisions concerning placement.

Current Students

Current students register for the following school year early in the spring semester. Students, in coordination with their teachers, parents, and guidance counselor, choose their electives and discuss placement. The assistant principal makes all final decisions concerning placement.

Dual Enrollment Courses

In cooperation with Southeastern Louisiana University, Archbishop Rummel High School students complete college-level courses. These courses are taught by Archbishop Rummel High School teachers on the Archbishop Rummel High School campus, in partnership with Southeastern Louisiana University professors.

The students earn both high school and college credit that is recorded on the Archbishop Rummel High School transcript and on a Southeastern Louisiana University transcript. The credit is transferrable to all public universities and colleges in the state of Louisiana and to many other colleges - including private universities in Louisiana and colleges outside the state. The college credit counts towards the student's eventual college grade point average.

Honors and Advanced Placement Courses

Archbishop Rummel High School offers honors courses in mathematics, English, social studies, science, and foreign language. Students are placed in honors courses based on their High School Placement Exam, excellent grades in their courses, and their overall study habits and work ethic. Students are allowed to continue enrolling in honors courses as long as they maintain an "A" or "B" average. Students with grades of "C" may be allowed to continue enrolling in honors courses after consulting with their teachers, parents, and guidance

counselor. The assistant principal makes all final decisions concerning the placement of all students.

Archbishop Rummel High School also offers Advanced Placement courses to juniors and seniors. Advanced Placement courses are available for:

- American Government & Politics
- Calculus AB
- Computer Science A
- English Language & Composition
- English Literature
- Latin
- Statistics
- Studio Art-Drawing
- United States History

Students are required to take the AP exam at the end of the course. All academically qualified students are encouraged to enroll in AP courses, with the assistant principal making all final decisions concerning placement.

Service Program

The service program at Archbishop Rummel high school flows from the Lasallian charisms of faith, community, and service. Service flows from our faith in the Living God as our response to Christ's answer to the question of the greatest commandment, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. This is the great and first commandment. And a second is like it, You shall love your neighbor as yourself" (Matt 22:37-39). Service is accomplished in imitation of Archbishop Joseph Francis Rummel who's Episcopal motto was "Animam pro ovibus ponere" - to give one's life for the sheep. Service at Archbishop Rummel High School must be aimed at one of the corporal or spiritual works of mercy:

Corporal Works of Mercy

- To feed the hungry
- To give drink to the thirsty
- To clothe the naked
- To shelter the homeless
- To visit the sick
- To visit the imprisoned
- To bury the dead

Spiritual Works of Mercy

- To instruct the ignorant
- To counsel the doubtful
- To admonish sinners
- To bear wrongs patiently
- To forgive offenses willingly
- To comfort the afflicted
- To pray for the living and the dead

Each student is required to complete half of his service hours in the following areas:

8th and 9th

Work must be done in the following areas: tutoring grammar school students, working at food banks, or working in Church parish.

10th

Work must be done with the elderly.

11th

Work must be done in the following areas: working in hospitals, with at-risk youth, or with special needs individuals.

12th

Work must be done with the homeless or with a rebuilding group like YRNO.

The student must be able to explain how his remaining hours are tied to one of the corporal or spiritual works of mercy.

The student will be required to compose two essays related to his service hours that will be counted as a test grade in the first and fourth quarters of his Theology class. In the first quarter, students are required to compose a one page essay explaining why they have chosen the work that they will be doing for service this year, how their work is related to the corporal or spiritual works of mercy, and what they expect to get out of the service. In the fourth quarter, students are required to compose a one page essay explaining what they learned from their service, analyzing whether or not it met their expectations, and to explain why we are called to serve others in these ways.

Every Archbishop Rummel High School student must complete a required service hour component for graduation or promotion to the next grade level.

Service hour requirements for the 2017-2018 school year are as follows:

12th: 25 hours

11th: 40 hours

10th: 25 hours

9th: 20 hours

8th: 20 hours

To document service hours, each student must complete the service report found on the school's website. There is a permanent link under the news banner on the right side of the website. A student will need his student ID number, a six digit number found on his ID card and his student email address to log in. All hours must be logged into this website by the second to last Friday in April for seniors and the last Friday of April for all other students.

Students who miss the deadline for service hours will receive an F (Failure) grade in Religion for the 4th quarter, which automatically results in a failure at the semester. These students will be assigned summer school for a Religion credit at the end of the year. They are expected to pay a summer school fee to recover the credit and finish their service hours requirement by the end of June. They will also have to complete a penalty of additional hours to be determined by the administration. At the successful completion of the service hours and any summer school requirements, the F grade will be changed to the grade earned in summer school. If they do not attend summer school or complete the service requirement, then the semester grade will remain an F and they will not be allowed to return to Archbishop Rummel High School.

For seniors, completing the service requirement is mandatory for graduation.

Students may begin working on their service in May for the next calendar school year, due to this more than

sufficient time period, service hours are expected to be done without exception and on time.

More detailed information explaining the Service Program and a Service Directory with suggested service partners will be posted on the school website.

Tutoring Labs and Academic Assistance

Study rooms and tutoring labs are available during the academic period for students who need academic help or wish to study. Students come to the lab voluntarily or as required by teachers. Teachers are available to provide help to students.

Study rooms and tutoring labs are under adult supervision. Students are encouraged to develop a sense of responsibility for their own academic success as they learn to utilize their time and use the resources available to them.

Students are also encouraged to contact their teachers for more individualized assistance.

The assistant principal and grade level guidance counselors assist students as they plan for their academic success.

Admissions Policy

Archbishop Rummel High School, an archdiocesan Catholic school, welcomes all applicants who can benefit from and contribute to the Lasallian traditions of faith, community, and service. Students of any race, ethnicity, religion, academic ability, or socio-economic background are encouraged to apply. The Archbishop Rummel High School experience is not limited to the academic, social, or athletic elite.

Ordinarily, all applicants for initial admission are selected according to evaluation of cumulative records and standardized test scores from elementary schools as well as personal interviews with a school representative. Applicants to the eighth and ninth grade must meet the following requirements: satisfactory academic and conduct grades and favorable recommendations from principals and disciplinarians of previous schools. Students applying must also have a genuine interest in and understanding of Archbishop Rummel High School.

Applications for grades higher than ninth are based on available openings and on Archbishop Rummel High School's ability to fit the student into the school's curriculum. All such applicants are required to go through a formal interview process. In addition, all transfer students will be drug tested at the beginning of the application process. If the transfer student tests positive, the student will not be accepted. Students previously asked to withdraw or expelled from Archbishop Rummel High School or any other high school will not be accepted into Archbishop Rummel High School.

All admissions to Archbishop Rummel High School are for one year at a time. After the initial year of admission, the school reserves the right to refuse admission for the next year.

Readmission of Students

A student who has been asked to leave Archbishop Rummel High School for academic or behavioral reasons will not be readmitted. If a student has left Archbishop Rummel High School for any reason acceptable by the school administration, readmission will be considered depending upon available space at the time the student wishes to be readmitted. If space is available, as determined by the principal, then regular admission criteria and procedures apply.

Withdrawal Procedure

The assistant principal handles official withdrawal from Archbishop Rummel High School. No official transcript of credits will be forwarded until the following requirements are met:

- The Finance Office clears all tuition and fees. Tuition is prorated through the month of withdrawal. Once calculated, any tuition overpayment will be refunded. All other fees are non-refundable.
- The librarians clear all library fees, books, and rentals.
- Student has returned to the assistant principal the student ID card; all textbooks, excluding those bought by the student; any athletic, band, or club uniforms and equipment.

Athletic Policy

LHSAA Athletic Teams

Baseball	8th Grade, 9th Grade, Junior Varsity, and Varsity
Basketball	8th Grade, 9th Grade, Junior Varsity, and Varsity
Bowling	Varsity
Cheerleading	Varsity
Cross Country	Junior High, Junior Varsity, and Varsity
Football	8th Grade, 9th Grade, Junior Varsity, and Varsity
Golf	Junior Varsity and Varsity
Powerlifting	Junior Varsity and Varsity
Soccer	8th Grade, 9th Grade, Junior Varsity, and Varsity
Swimming	Junior High, Junior Varsity, and Varsity
Tennis	Junior Varsity and Varsity
Track & Field	Junior High, Junior Varsity, and Varsity
Wrestling	Junior High, Junior Varsity, and Varsity

LHSAA Head Coaches

Baseball	Mr. Nick Monica
Basketball	Mr. Troy Holley
Bowling	
Cheerleading	Ms. Codi Amadeo
Cross Country	Mr. Alex Lorio '07
Football	Mr. Jay Roth '81
Golf	Mr. Dominic LaNasa
Powerlifting	Mr. Philip Maranto '00
Soccer	Mr. Justin Dumestre '10
Swimming	Mr. Joseph Fritscher '73
Tennis	
Track & Field	Mr. Kyle Weidenbacher '05
Wrestling	Mr. Mark Bogart

Championship Rings

When an Archbishop Rummel athletic team or athlete wins a National or State Championship, the school will allow that athletic team or athlete to order championship rings with the design approval of the athletic director and the administration. The parents or guardians of each championship athlete are responsible for the cost of purchasing their son a National or State Championship Ring. Coaches will not be allowed to conduct formal solicitations of donations for the purpose of purchasing National or State Championship Rings. The alumni, parents, friends, and fans of Archbishop Rummel High School can make general donations to the athletic team. If a coach decides to use money from his fundraising account to offset the cost of championship rings for his team or an individual athlete from his team, then he can choose to do so with the approval of the

athletic director and the administration. Archbishop Rummel High School is not responsible for purchasing championship rings for any members of its athletic teams.

Conduct of Athletes

Athletes must at all times dress appropriately and conform to the grooming and behavior policies detailed in the Regulations section of this handbook. On the field of competition, athletes will conduct themselves in a respectful and cooperative manner, always displaying the highest level of class and sportsmanship.

Eligibility

To participate in any athletic program, students must pass, during the previous school year, at least six subjects that count towards the graduation requirements. For first semester participation, students must earn at least a C grade point average in all subjects pursued. For second semester participation, students must pass six subjects. All student-athletes must have a completed physical and a proper certificate of live birth on file with the school. All athletic departments and their athletes must abide by the rules set forth by the LHSAA in order to participate. All questions of eligibility should be addressed to the athletic director.

Extracurricular Student Athlete Packet

All student-athletes, whether playing an LHSAA sport or a Club sport at Archbishop Rummel High School, are required to accurately complete the entire Extracurricular Student-Athlete Packet with completed physical examination before they are allowed to practice with any team.

The Extracurricular Student-Athlete Packet includes the following:

1. Student Information Questionnaire
2. Student Insurance Information
3. Medical Consent Form
4. Concussion Review
5. LHSAA Substance Abuse/Misuse Contract and Consent Form
6. LHSAA Athletic Participation/Parental Permission Form
7. LHSAA Medical History Evaluation
8. Physical Form Completed by a Licensed Physician

The Extracurricular Student-Athlete Packet can be downloaded from the school website at www.rummelraiders.com or can be picked up at the receptionist desk at the school. This packet should be completely filled out, with the exception of the physical form, when you arrive on the date of your athletic physical examination.

The Archbishop Rummel High School Athletic Department offers one day of athletic physical examinations each year on campus in the Raider Room. This athletic physical examination day is normally held on a Saturday at the beginning of August.

Any students who are unable to attend the one-day of athletic physical examinations held at Archbishop Rummel High School can take the completed packet to their personal physician to obtain their physical examination.

Attendance Policy

Eligibility for credit will be determined by a student's attendance in EACH class period. Even if a student earns a passing average, he will fail the course(s) and not receive credit for the course(s) if he exceeds the number of unexcused absences.

For a half-unit course, a student is considered ineligible for credit once the number of unexcused absences exceeds five for first semester half-unit courses and exceeds six in second semester half-unit courses.

For a whole-unit course, a student is considered ineligible for credit once the number of unexcused absences exceeds eleven.

Absences

On any day that a student is absent from school, the parent/legal guardian must contact the Attendance Office by calling 504-834-5592 ext. 250 or through email at attendance@rummelraiders.com between 7:00 a.m. and 9:00 a.m. that day. Depending on the circumstances, the phone call does not necessarily excuse the impending absence. On the day of his return to school, the student must bring a dated note from a parent indicating the reason for the absence(s). The note must be submitted to the Attendance Secretary.

For any continuous absence over three days, the parent must provide some form of verification of illness from a medical doctor. If the parent elects not to provide some form of verification of illness when the student returns to school, then each day's absence will be unexcused.

In the case of a full day's absence, a student may neither attend nor participate in an athletic event, practice or extracurricular school activity without the specific permission of the Assistant Principal of Discipline and Student Achievement. The granting of such permission will only occur when dire, verifiable extenuating circumstances are presented to the Assistant Principal of Discipline and Student Achievement.

In the event of a partial absence, a student must attend at least half of the regularly scheduled school day in order to attend or participate in extracurricular activities.

A student's absence is classified as either excused or unexcused.

Excused Absences

Certain extenuating circumstances may be taken into consideration in order for an absence to be considered excused.

Examples of extenuating circumstances:

1. Verification of illness from a medical doctor after three (3) or more days of continuous absence.
2. Extended time spent in a hospital that is verified by a medical doctor.
3. Extended time spent recovering from an accident verified by a medical doctor.
4. Recuperation from a contagious disease in a family that is verified by a medical doctor.
5. Death in the family.
6. Trips taken for school approved activities. Examples: Athletics, clubs, organizations, and retreats
7. Any natural disaster such as flooding, hurricanes, tornados, etc.
8. For any other extenuating circumstances, parents must have approval from the Assistant Principal of

Discipline or the Principal.

Unexcused Absences

An absence is considered unexcused when the extenuating circumstances listed above do not apply.

The school will notify parents/guardians of the possibility of forfeiting academic credit whenever a student has accumulated three unexcused absences in half unit courses and eight unexcused in whole unit courses. This notification will serve as a warning indicating that the student is on the verge of not receiving credit in a specific course(s).

The school will notify parents/guardians whenever a student exceeds the maximum number of unexcused absences (in one or more classes) during the semester in which the excessive absences have occurred. Such notification will state that the student is ineligible to receive credit in a particular course(es) due to excessive unexcused absences.

Early Dismissal from School

For a student to be dismissed from school premises during class hours, he must be dismissed through the Attendance Office. Parental approval must be given for any dismissal in which the parent does not personally check out the student. If a parent wishes to give permission for someone else to pick up a student or for the student to check himself out, then the parent must call the Attendance Office (504-834-5592 ext. 250) that day as early in advance as practical.

Perfect Attendance

Students who have never been absent, late to school, nor dismissed from school during the day, except for approved school functions, during the entire year are considered to have perfect attendance for that year. A student who is absent due to illness, even if verified by a doctor's note, is ineligible for perfect attendance recognition.

Senior College Visits

Over the course of the first three quarters, seniors are allowed no more than two days for college visits, interviews, or auditions. Additionally, seniors are allowed no more than two (2) days during spring testing.

In order for a senior to miss or leave school for the aforementioned, he must obtain a permission form from the College Advisor and have it signed by the College Advisor, his teachers, and parent(s). The completed permission form must be returned to the College Advisor three (3) days before the student's expected absence. The College Advisor will forward a copy of the permission form to the Attendance Secretary.

Upon the senior's return to school, he must return from the college with official notification from the admissions office or respective department verifying his presence on campus. The senior must submit verification to the College Advisor. Failure to comply with the above conditions will affect the student's ability to earn credit in his courses. He will also forfeit any remaining days left to visit the college(s) of his choice.

Tardiness

A student is considered tardy if he is not present when the signal sounds to indicate the beginning of the first class period of the day. A student who is tardy to school, must report to the Attendance Secretary to obtain an admit slip before he proceeds to any class or other location on campus. A student who arrives tardy to school will not be admitted into class without an admit slip. Failure to obtain an admit slip immediately upon arriving tardy to school may result in an after school detention.

Any student who is tardy to school must have his parents call the school to notify the Attendance Secretary why he will be late. Depending upon the circumstances, the phone call does not necessarily excuse the impending tardy.

Any student who is tardy to school for the third time during a semester will be issued written punish work. Additional infractions will result in cafeteria duty, after school detention, probation, and suspension. A student will begin each semester with a clean slate in terms of tardiness to school.

If after serving three after school detentions for tardiness, a student may be suspended.

Any student who arrives late to class because he was delayed by another teacher should ask that teacher to write him a note explaining the reason for his delay. This note should be given to the teacher of the next class.

If a student is late for class and does not have an acceptable note explaining his delay, then the teacher will give the student a verbal warning on his first offense, written punish work on his second offense, and a conduct detention on his third offense. If the tardiness to class persists after a student has been issued a conduct detention, the teacher may refer him to the Discipline Office for further consequences.

Discipline Policy

Archbishop Rummel High School provides a caring, disciplined environment by establishing policies and procedures that respect the dignity of the individual. Rules and regulations create an atmosphere of academic excellence that minimize distraction from the learning process and reinforces Christian values. Within a structured, supportive environment, students at Archbishop Rummel High School learn the principles of self-discipline.

All students must show respect for our nation, our nation's flag, our political beliefs (though they may be different), and religious beliefs (which are not contradictory to the teachings of the Catholic Church).

Examples of showing such respect include but are not limited to standing for prayers and/or the Pledge of Allegiance, engaging only in reasonable, respectful discussion of political beliefs and attending and showing respect for any and all Roman Catholic activities that students are required to attend, including but not limited to the celebration of Mass and/or participation in religion classes. Failure to abide by the foregoing may result in disciplinary action.

Bullying and Harassment Policy

Archbishop Rummel High School is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the school is strictly prohibited and will not be tolerated. For the purposes of the policy, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying

Bullying is a pattern of aggressive, intentionally or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal. They may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, racial or ethnic slurs, threatening looks, gestures, or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

Bullying behaviors are unacceptable. The school administration requires all staff members who suspect, observe, or become aware of an act of bullying to immediately notify an administrator. Archbishop Rummel High School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to suspension or expulsion.

All students shall be informed of their rights to protection against bullying behaviors and the right to file a complaint if they believe they have been the victims of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Any student (whether the victim or the bystander) may initiate a complaint by completing a Complaint Form and returning it to the Assistant Principal of Discipline and Student Achievement.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found

guilty of bullying behavior, then the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, detention(s), suspension, expulsion, or referral to the Jefferson Parish Sheriff's Office.

Cellular Phone Policy

Archbishop Rummel High School prohibits the use of all telecommunications devices, including cellular phones, Apple watches, and other wearable communication devices, by its students during the school day. In general, the normal school day is defined as whenever the student sets foot on campus for the first time each school day and ending at 2:45 p.m. This policy also applies to all field trips and retreats.

Students shall be allowed to possess such devices as cell phones, but only under the following conditions:

1. The only times when students are allowed to carry cell phones on their persons is before school prior to the time when students are first allowed in the building to go to their lockers (7:20 a.m.) and after 2:45 p.m. During the brief interval before school when students are waiting to enter the building, the cell phone must not be in use and must be stored in a student's clothing or school bag. It must not be visible.
2. Cellular phones may be used only after 2:45.
3. Cell phones must be locked in the student's locker throughout the school day. If a student chooses not to use a locker, he is not allowed to have a cell phone on campus.
4. Cell phones must be in the off mode during school hours while stored in lockers.
5. If the student drives to school, then the phone may be left in the car.
6. Archbishop Rummel High School is not responsible for the loss, damage, or theft of cell phones brought on campus.

The following consequences will be implemented for any student violating the above guidelines.

1. The first violation will result in an after school detention. The cell phone will be confiscated and turned in to the Discipline Office. It will be returned to the student at the end of the school day provided that the student arrives in person to retrieve it. The offense will become part of the student's discipline record.
2. A second violation will result in a one-day suspension. The cell phone will be confiscated and turned in to the Discipline Office. It will be returned to the student's parent/guardian at the end of the school day, providing the parent/guardian and student arrive in person to retrieve it. The student will lose the privilege to bring and possess a cellular device on the school campus for the remainder of the school year. The parent will be informed that the next violation will result in the student being asked to withdraw.
3. A third violation will result in the student being asked to withdraw from Archbishop Rummel High School.

Drug Testing Policy

A balanced program of random, voluntary, and mandatory drug testing impacts the entire school community by setting a norm that says it is necessary to take care of one's health and the acceptance of responsibility to obey federal and state laws, as well as school regulations.

Archbishop Rummel High School reserves the right to require mandatory drug screening tests of any student

who displays a behavior associated with drugs or suspected drug use, such as marijuana, inhalants, stimulants, depressants, hallucinogens, narcotics or designer type drugs. This policy also applies to the use of or being under the influence of alcoholic beverages. The student will be asked to begin mandatory drug counseling within ten (10) days of the conference and it must be at the parent's expense with a licensed and/or certified psychiatrist, psychologist, drug counselor, and/or social worker.

The drug-screening program for this school year will consist of random screening of the student enrolled in grades eight through twelve. These students will be selected randomly or by reasonable suspicion. Hair sampling will be the method used and will be performed by Archbishop Rummel personnel. One of the nation's leading drug testing companies will test the cortex of the student's hair for detection of the presence of five illegal drugs. This test can detect illegal drug use in the last 90 to 100 days and present a pattern of drug use, indicating the type and quantity used. The school will pay the screening costs for those students randomly selected. If the student requires a second screening, the parents must pay the expense. Other than the random selection, if the school has reason to ask that a student be tested, or if parents would like to voluntarily have their son tested, the test will be at the parents' expense.

Prevention of any type of substance use is for the protection and support of the students at Archbishop Rummel High School who choose not to use and want to be in a safe learning environment.

Any student who refuses or willfully attempts to evade the drug test by shaving, cutting or altering the hair, both head or body, in any way, unless hair loss is the result of a diagnosed medical condition, will be asked to withdraw from Archbishop Rummel High School immediately.

If a student tests positive for illegal drugs, he will be suspended and his parents will have a conference with the Assistant Principal of Discipline and Student Achievement and his counselor.

The student must participate in a mandatory drug-counseling program for continued enrollment at Archbishop Rummel High School. Mandatory counseling must begin within ten (10) days of the conference and must be at the parents' expense with a licensed and/or certified psychiatrist, psychologist, drug counselor, and/or social worker. All information regarding the test results and counseling will remain strictly confidential.

The student and the parents of the student required to undergo mandatory drug counseling must waive any right to confidentiality only to the extent that the counselor shall be required to notify Archbishop Rummel High School in writing when the student begins counseling and if the student terminates counseling prior to the time deemed appropriate for termination by the counselor. Records of the school, including but not limited to such records which the counselor provided to the school, may have to be produced based on an order of a court of competent jurisdiction. After an appropriate period of time, the student will be retested. Testing positive for a second time or at any future point in the student's stay at Archbishop Rummel High School will result in asking the parents to withdraw their son. If the parents refuse to withdraw their son, he will be subject to expulsion.

Any senior testing positive for illegal drugs during the last semester of his senior year will not be allowed to participate in the events of graduation, including his Senior Prom and After Prom Party. He receives his diploma privately and will not be allowed to walk across the stage.

Narcotics Disguised as Novelty Items

Any type of food or drink that is affiliated with narcotic paraphernalia is not allowed. For example, (including but not limited to) candy that is sold with references to marijuana or any other illegal substance, synthetic or otherwise; water or other food products that have any logos, emblems or other insignia that advertises it may

be a drug novelty item.

If students are caught with these items, they face expulsion from school. Any items mentioned above will be turned over to the Jefferson Parish Sheriff's Office for narcotics testing. Archbishop Rummel High School makes no delineation between real, fake, or synthetic narcotics.

Expectations During Lunch

Students are expected to observe the following regulations when dining in the designated areas:

- Manners befitting Christian gentlemen are expected.
- Books, binders, or school bags should be on the student's person or placed in his locker.
- Students are expected to walk from their classes to the food areas in an orderly manner.
- Students will enter the cafeteria through the two doors at the end of the covered walkway only.
- Everyone will wait his turn in each of the single-file lines. "Breaking in" the line or "letting in" the line is not permitted. Pushing and crowding are forbidden.
- When finished with his meal, the student is to deposit carefully all leftovers, cartons, plastic bottles, napkins, and all other trash in the proper receptacles.
- Students are not allowed to leave the school grounds during the lunch periods except for serious reasons and only with parental permission and approval of the Assistant Principal of Discipline and Student Achievement.
- Students are not allowed to receive food deliveries during the school day.
- All students choosing to eat their lunch outside should properly dispose of all refuse in the designated receptacles.
- Students who intend to purchase a drink or snack only are expected to file into the same line as those students purchasing a full meal

Failure to follow the regulations above, as judged by the supervisor, may result in one of the following consequences:

1. cafeteria duty for either the first or second half of the student's lunch period
2. an assigned seating area
3. after school detention
4. external suspension from school

NOTE: Cafeteria duty consists of the cleaning of tables and/or floors for litter during a specified amount of time. It is the student's responsibility to eat and to report to his cafeteria duty during his lunch period. Failure to report to cafeteria duty or to complete his duty in a satisfactory manner will result in more serious disciplinary action. This type of duty is assigned to students for offenses committed not only in food areas but anywhere on campus. Lunch duty may also be issued for excessive unexcused tardiness to class or school. Lunch duty becomes part of a student's discipline record. The accumulation of lunch duty will result in more serious consequences due to habitual violation of school rules.

Personal Conduct Off Campus

1. A school's reputation is often enhanced or suffers by the behavior of its students outside of school. Therefore, each student, whether in or out of his school uniform, shall conduct himself off campus in a manner which is consistent with the goals and standards of Archbishop Rummel High School as set forth in the Student Handbook. Failure to do so could result in being asked to withdraw from school.

2. Any violation of civil or criminal law that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of Archbishop Rummel High School as indicated in the Student Handbook will make a student subject to corrective consequences, including suspension and/or expulsion.
3. Students shall manifest the highest type of sportsmanship at all athletic contests. They should act as Christian gentlemen at student gatherings.
4. In order to respect the privacy of the families in our neighborhood, students may not loiter within the vicinity of the school.
5. Hitchhiking to and from school is forbidden.
6. Smoking, or any other use of tobacco products, is forbidden at all school-sponsored activities, such as athletic contests, dances, retreats, school events, school functions, etc. Smoking by students within a four-block area surrounding the school, or smoking by students in school uniform is forbidden and violators will be severely disciplined. The use of electronic cigarettes or any device to inhale/exhale smoke or vapor is considered smoking.
7. If the students are out of school on a day when other schools are in session, they are expressly forbidden to set foot on any campus, unless sent there for a school-related activity or at the request of that school's administration.
8. Any use of alcohol, drugs, or hallucinogens of any type without a prescription from medical personnel is an act that will result in expulsion of the person(s) involved.
9. Fighting off campus or participation in a disturbance, in or out of school uniform, will result in suspension and/or expulsion for the person or persons involved. Any student(s) in the immediate area of a fight or disturbance off campus will make themselves subject to suspension. Any student who is arrested for any violation of the law will be subject to expulsion.
10. Students must wear the school uniform properly and proudly at all times. Any misconduct while wearing the school uniform outside of school may result in severe consequences.
11. A student who partakes in any form of bullying whether in person, in writing, or through any means of electronic communication, including social media, will be subject to suspension or expulsion.

Personal Conduct On Campus

NOTE: Surveillance of several types will be used on campus and in the school buildings in order to enhance student and staff safety and deter violations of school rules and laws.

1. All students are expected to conduct themselves as Christian gentlemen, by being considerate of others at all times, both in and out of school. They will consider it a privilege to attend Archbishop Rummel High School, and their conduct at all times will reflect their appreciation of this privilege, causing them to do nothing that could lead to its loss.
2. The greatest courtesy shall be manifested toward the faculty and other school personnel.
3. Students are to take pride in their school and assume the responsibility for the grounds, classrooms, lockers, and all campus areas. This pride should lead them to report acts of vandalism to school property to a faculty member or administrator as soon as it is detected.
4. Students must assume the responsibility for the repair or replacement of marred and damaged school equipment and property that results from other than ordinary use.
5. Defaced or damaged books will be charged to the student to the extent of the damage done. Lost books will be paid in full.
6. The metal railings along the school building and cafeteria are principally ornamental. For safety reasons, students must not sit on them.
7. Cigarettes, e-cigarettes, vapor pens, tobacco, lighters, and matches are not allowed on the campus, buses,

or at school-sponsored activities.

8. Any use of alcohol, drugs, or hallucinogens of any type without a prescription from medical personnel is an act that will result in expulsion of the person(s) involved.
9. Students are expected to maintain an atmosphere of quiet at all times in the school building, in the rooms and corridors, and near the building during class time.
10. Students are not to enter the building before 7:20 a.m. except to go to the library or assigned study rooms, or with the proper authorization to see a teacher in his/her classroom.
11. Students shall not loiter in the office, the halls, the restrooms or their cars once arriving on campus.
12. Lockers may be used at the beginning and the end of the school day and before and after each class period. Every effort should be made to open and close lockers as quietly as possible. Only the combination locks sold in the Raider Pride Store are permitted on these lockers, as well as the PE lockers. These locks have V56 or V61 printed on the back. The Assistant Principal of Discipline may also authorize the use of other locks for medical reasons. Any lock that does not have the V56 or V61 printed on the back or is not one authorized by the Assistant Principal of Discipline will be removed. Books and school materials are not to be kept in the classroom desks but in the lockers. Inspection of lockers will be made periodically by teachers and the Assistant Principal of Discipline. Students may not switch lockers without the permission of the Assistant Principal of Discipline. PE students must use the lockers provided for them in the PE dressing room and use a school lock on their locker at all times. NOTE: The school is not responsible for items that are reported as missing or stolen from student lockers or book bags.
13. Students are not allowed to leave campus once they arrive (including before school) unless they have written permission from the Assistant Principal of Discipline. Students are not allowed to loiter in the neighborhood before or after school or to sit in their automobiles when they arrive for school.
14. Drinking, eating and gum chewing are forbidden in the school building, unless special permission is granted. Containers of water or any type of plastic drink bottle will not be allowed in the school building. No food or drinks are allowed in the classrooms.
15. Fireworks in any form no matter how minor are not allowed on the campus. This includes snap-pops. Any student possessing or setting off stink bombs will face severe consequences for his actions including dismissal from Archbishop Rummel High School.
16. The following areas are off-limits to students before and during school hours. In front of the gym on North Hullen; the alley between the Field House and gym; behind the Band building; the horseshoe area on North Hullen; the parking lots; in front of the school on Severn Avenue; the chapel courtyard; and the patio and Genesian areas, especially the Wrestling Building or its parking lot area during the lunch periods.
17. Stealing/theft may result in expulsion and arrest. Also, any student selling, buying, distributing, or possessing stolen goods will be expelled.
18. Gambling of any type (including card playing) is strictly forbidden.
19. Fighting on or off campus is a serious offense at Archbishop Rummel High School and will result in suspension or expulsion.
20. Students are not allowed to bring laser pointers on campus.
21. DVD players, iPods, MP3 players, and other types of radios, CD players, televisions, or camcorders are not allowed on campus.
22. Earbuds are the only type of headphone device allowed on campus and may not be worn in the halls between classes or in classrooms, including the gym, without an administrator's or teacher's permission. Students may employ their earbuds during lunch. All other types of headphones, other than earbuds, are not permitted.
23. There will be no selling, distributing, or buying of any articles by students to students anywhere on campus, unless it is cleared by the Assistant Principal of Discipline and Student Achievement or Principal.
24. Students are not allowed in the halls during lunch periods unless they are going to the chapel or have a written pass to see a teacher or counselor. They may not go to their lockers after the first five minutes of

the lunch period.

25. Students are not allowed in any classrooms without adult supervision.
26. Students are not allowed to tamper with any windows within the classrooms and hallways.
27. Students may not go to their cars at any point during the school day unless it is approved by an administrator.

Prescription and Non-Prescription Medication Policy

Parents are encouraged to administer any prescription medication to their children at home following a schedule as before or after school hours.

Parent Responsibility

1. All medication prescribed by a physician must be accompanied by a Physician Statement Form obtained from the school.
2. This form must be signed and dated by the student's physician and returned to school by the parent.
3. Parents are responsible for returning the form and the medication to the Discipline Office.
4. All medication must be in the original container properly labeled by a registered pharmacist.

School Responsibility

1. All medication will be in a secure place, under lock and key.
2. Medication must be obtained by the student from assigned personnel and taken in their presence at the prescribed time.
3. All unused medication must be claimed by the parent within a two-week period of discontinued use.

With the exception of registered inhalers and EpiPens, students are not allowed to carry any medications on campus. All medications, prescription or over-the-counter, including vitamins and/or supplements, must be stored in the attendance office and administered by written permission only. Permission forms are available online. Students who possess, buy, sell, or distribute prescription or non-prescription medication including vitamins or supplements will be subject to suspension or expulsion.

Non-Prescription Medications

The following medications or their generic equivalents are available in the Discipline Office and may be administered at the student's request if a parental permission form is on file: Tylenol, Pepto-Bismol, Maalox, and Imodium. If parents prefer another non-prescription medication to be administered, then they must provide the medication in the original packaging that the school will store for use as needed.

Safe Environment Announcement/Reporting Abuse

In continuing our commitment to support and to facilitate healing, we invite and encourage individuals who have been hurt or sexually abused recently or in the past by clergy, religious, an employee or a volunteer of the Archdiocese of New Orleans to call the Victims' Assistance Coordinator at (504) 861-6253.

Please call 855-4LA-KIDS (855-452-5437) for anyone in the state to call and report child abuse or neglect, one number, 24 hours a day, 7 days a week to speak to a trained child welfare worker to report possible abuse and neglect. You can also call your local police station to report abuse.

Search

As protection for the students of Archbishop Rummel High School, the school reserves the right to search all students' possessions, including but not limited to school bags, gym bags, lunch boxes, lockers, cars, cell phones, iPads, and any other bags or devices that the students choose to bring to campus.

Social Media and Use of Electronic Devices

Each student of Archbishop Rummel High School will be held responsible for anything that is posted, forwarded, or "liked" to or from their accounts to the accounts of other students, administration, faculty, staff, parents, alumni or any other persons associated with Archbishop Rummel High School, also as well as any individuals who are not affiliated with Archbishop Rummel High School in any way. Some examples of social media include but are not limited to: Facebook, Twitter, Instagram, Snapchat, Vimeo, etc. Students will also be held responsible for any comments that they choose to post on media blogs, forums, chat rooms, etc. Students will also be held responsible for all texts, videos, images and any other electronic content that they receive, post, forward, or may currently have on their phone or iPad.

Any student who is in violation of these guidelines may be subject to the following:

- Suspension from school-for-multiple days
- Asked to withdraw from school
- Expulsion

Note: The appropriate law enforcement agencies may be notified, depending on the nature and the severity of the content.

Dress and Grooming Policy

Archbishop Rummel High School requires that all students maintain a professional appearance indicative of Christian gentlemen. They are expected to be well groomed and wear their school uniform in the proper manner. Failure to comply with any of the items pertaining to dress and appearance will result in the student receiving one of the following consequences: punish work, cafeteria duty, after school detention, or probation. Repeated violations will result in suspension.

Personal Appearance

In keeping with the values of the school, students should strive to maintain a professional appearance at all times both on campus and at extracurricular activities. Students must maintain at least the minimum standards listed below.

Hair

A student's hair must be neatly groomed and moderate in length in the front, in the back, on the top, and on the sides of the head. The student's hair whether combed or uncombed cannot extend below the top collar of the school shirt, extend past the eyebrows, extend over the ears, nor be excessively bushy. The hair height from the base of the scalp to the top of the hair must not exceed an inch and a half. Haircuts must be conventional and must be evenly blended from the sides of the head to the top of the head.

Students will not be allowed to attend school with short/long hairstyles, Mohawks, faux hawks, fades, extremely bushy, tails, layered, shingled, wedged, twists, dreadlocks, highlighted, bleached, dyed, shaved (no guard cuts lower than a #2 are allowed on the top, back, or sides of the head), lines or carving into the natural hairline/eyebrows, or any other extraordinary haircuts in which designs, lines, logos, letters, numbers, etc. are outlined in the hair.

Hair should always have a dry appearance. Any student that uses water, mousse, styling gel or hair spray in order to hold his hair in place, must have such holding agents dried, brushed or combed before arriving on campus for the beginning of the school day.

Any dress or grooming code violations will result in a conduct detention and in some cases, the student may be sent home. The Assistant Principal of Discipline and Student Achievement will have the final decision on the dress and grooming regulations.

Grooming

Students will arrive at school each day properly groomed. No facial hair of any type will be allowed. Sideburns may not extend beyond the middle of the ear. All students must be clean-shaven every school day and at all school-related functions or athletic events. Parents are encouraged to be alert to the need for their sons to begin shaving.

Tattoos

Tattoos of any type are not allowed. Any pre-existing tattoo(s) must not be visible at any time while representing Archbishop Rummel High School or at any school activity or function.

Jewelry

Students may wear one (small) gold or silver necklace. No other type of necklace, such as an ID necklace, is

allowed. Only a Christian medal or crucifix may or may not be worn on the necklace. Students may also wear a scapular or religious item given to them by a member of the Retreat Program. Earrings and posts or any type of skin piercing jewelry are not allowed at school or any school activity, such as athletic contests, school related events, dances or proms. The only rings that may be worn to school are the official senior class ring that must be purchased through the school and any championship rings that were earned through participation at Archbishop Rummel High School. A student may wear one bracelet only if it religious in nature.

Student Uniform

Students are required to wear the complete uniform every day. In case of doubt concerning the dress code or grooming regulations, students will be referred to the Assistant Principal of Discipline for final opinions. In general, clothing and personal grooming should be such as to reflect a serious-minded Christian student. The school uniform consists of the components listed below.

Pants

The official navy blue school pants must be purchased from Perret's. The official school uniform pants are pleated with no cuffs and have an "R" patch on the back. Pants should be worn on the waistline and should not be baggy or loose fitting, so that they drag on the ground. It is the parents' responsibility to see that their sons' pants are in good condition and fit properly.

Shirts

The official blue oxford school uniform shirts must be purchased from Perret's. The official school uniform shirts have the Archbishop Rummel crest embroidered on the right side of the front. School uniform shirts must be in neat condition – torn, stained, faded, or ripped shirts cannot be worn to school. Shirt collars must be worn in the normal position with collar buttons fastened. Only plain white short-sleeved undershirts may be worn underneath and they cannot extend past the sleeve of the school uniform shirt. Shirts must be tucked in at all times so that the belt is visible. The shirt must remain tucked after school hours and off campus while the uniform is being worn. All students are required to have their first initial followed by their last name monogrammed on the left front of all school uniform shirts as sold by the Raider Pride Store. All school uniform shirts must be submitted to the Raider Pride Store for monogramming. A student, who has a suffix at the end of his name, is allowed to have the suffix of his name monogrammed on the shirt immediately following his last name. Examples – (J. Doe or J. Doe, Jr. or J. Doe II or J. Doe III or J. Doe IV)

Neck Tie

The official school tie with red, blue and silver vertical stripes must be purchased on campus from the Raider Pride Store. This tie will be the only acceptable tie allowed to be worn at school as part of the school uniform during the school day. This tie must be worn for Orientation Day and special occasions, such as school masses. The official school tie must be worn as announced by the school.

Belts

The official navy blue web belt must be purchased on campus from the Raider Pride Store. This belt will be the only acceptable belt allowed to be worn at school as part of the school uniform during the school day.

Shoes

The official tan harvest "Dr. Martens" lace-up oxford shoes must be purchased from Perret's. These shoes will be the only acceptable shoes allowed to be worn at school as part of the school uniform during the school day. Students, who have medical problems and cannot wear the official tan harvest "Dr. Martens" lace-up oxford

shoes must obtain a doctor's note for any other type of shoe. In most cases, tennis shoes will not be allowed to replace the official tan harvest "Dr. Martens" lace-up oxford shoes. The Assistant Principal of Discipline will determine what type of shoe the student is allowed to wear. If a student's shoes need to be repaired or replaced, it must be done in a reasonable amount of time as defined by the Assistant Principal of Discipline. Shoes should be cleaned and polished on a regular basis, so as to maintain their proper appearance. Shoes must be tied throughout the school day and worn properly. Any student not wearing the regulation school shoes must present a dated note from the parent explaining the reason for their son's non-regulation shoes. This note must be presented, during the homeroom period or the first class period of the day, to be approved and signed by the Assistant Principal of Discipline. Failure to follow the above requirement will result in a disciplinary consequence.

Socks

There are two official dress sock colors that will be allowed during the school year - solid navy blue dress socks or solid black dress socks only. Athletic socks, "footies" or ankle socks are not permitted to be worn during the school day as part of the school uniform. Archbishop Rummel High School recommends that you purchase the solid navy blue Railroad Cotton Crew Socks or the solid navy blue Wigwam Crew Socks from Perret's. Socks that have any designs, insignias, emblems, colored heels or toes are not permitted.

Outerwear

The official red fleece (full zip and ¼ zip) embroidered with the official Rummel "R" must be purchased from the Raider Pride Store. This red fleece is the only acceptable outerwear allowed to be worn ON CAMPUS during the school day as part of the school uniform. This red fleece must be submitted to the Raider Pride Store for monogramming. The members of the senior class have the option of wearing the official red fleece or the official Rummel senior class sweatshirt that is purchased during the summer through the Student Council office. The official Rummel senior class sweatshirt will be monogrammed with the student's first initial and last name when they receive it in August. Any other outerwear or sweatshirts, other than the ones described above, even if it is an activity, club, or athletic sweatshirt, may NOT be worn at school as part of the school uniform during the school day, but can be worn after school. Any student violating the above dress code for outerwear will have the item confiscated and will be subject to disciplinary action. This policy will be strictly enforced during the school year so that the consistency and appearance of the entire student body coincide with the image of Archbishop Rummel High School.

Jackets and Coats

There is no required heavy jacket or coat. The Archbishop Rummel letterman jacket will be the only acceptable heavy jacket or coat allowed to be worn at school as part of the school uniform during the school day. Hooded coats, jackets, or sweatshirts are not allowed.

Hats/Caps

Hats and caps are not permitted on campus with the exception of cold weather hats as sold in the Raider Pride Store or required athletic hats or headgear. Under no circumstances are hats allowed within any school building. Hats are not allowed at extracurricular activities where proper decorum is expected. Baseball caps are acceptable at outdoor extracurricular events, but they must be worn in the traditional manner with the bill facing forward.

School Bags and PE Bags

All school bags must be clean and free of any markings, writing, printing, or designs. Only the student's name may be printed on the school bag. The same rule applies to the student's PE bag. Students can have their school bag and PE bag monogrammed, if they wish, through the Raider Pride Store.

Disciplinary Consequences

School personnel may issue the following disciplinary consequences for violations occurring in and out of school:

- Verbal Warning
- Contacting Parent/Guardian
- Written Assignments
- Cafeteria Duty
- Teacher Detention (after school)
- Detention Issued by an Administrator (after school)
- External Suspension
- Probation
- Expulsion

After School Detention

After school detention is to be served on the day that it is scheduled. It lasts from 2:55 to 3:55 and is meant not only as a consequence for the committed offense(s), but also as a deterrent for future violation of school or classroom rules. After school detentions become part of a student's discipline record. If a student repeatedly receives conduct detentions throughout the school year, his continued enrollment at Archbishop Rummel High School will be jeopardized. Failure to serve an after school detention or failure to follow detention guidelines will result in a referral to the Discipline Office where further consequences will be administered such as multiple detentions or suspension.

Every student participating in an after school co-curricular or extracurricular activity is required to fulfill his responsibility of serving detention before reporting to any meeting, activity, practice, or game. Every student scheduled to serve a detention should report to the discipline room immediately following the dismissal signal at the end of the school day. Detentions will not be rescheduled in order for a student to participate in an after school activity.

Every student serving a detention will be required to sign in as he enters the detention session.

Students who receive detention slips must take them home for their parent(s)' signature. The signed notice is to be presented to the supervisor of the detention period or to the discipline office prior to detention. The students' parent(s) will also be notified via email that the student has received a detention. Parents/guardians are expected to arrange for prompt transportation immediately following detention.

After School Detentions may be issued for the offenses listed below.

Single infractions but not limited to:

- cell phone violation
- cutting in lunch line
- disrupting a class or hallway
- eating/drinking in the building
- failure to do written punish work
- gum chewing
- leaving early for lunch (work study)
- leaving trash
- lying to a faculty member
- technology violation
- teasing or harassing students
- throwing food
- vandalism to school property
- vulgarity
- being in an unauthorized area
- violation of dress or grooming code

Repeated infractions but not limited to:

- failure to bring supplies to class
- no book cover
- sleeping in class
- using locker at an unauthorized time
- talking or lack of attention in class
- excessive tardiness to class or school
- any form of repeated class disruption
- refusal to follow instructions
- violation of dress or grooming code

Expulsion

Expulsion is an extreme measure that is used for certain acts of misconduct. A student may be expelled for the following, but not limited to, offenses:

- bringing, distributing, using, selling, buying, possessing, smelling of, or being under the influence of drugs, such as marijuana, inhalants, stimulants, depressants, hallucinogens, anabolic steroids, narcotics, bath salts, synthetic drugs or other illegal designer type drugs either on or off the campus and/or at any school sponsored activity
- bringing, distributing, using, selling, buying, possessing, smelling of, or being under the influence of alcoholic beverages either on the campus or at any school sponsored activity
- bringing, distributing, using, selling, buying, or possession of drug-related paraphernalia such as rolling papers, needles, syringes, clips, pipes, small decongestant containers either on the campus or at any school sponsored activity will result in expulsion - students in the company of others distributing, using, selling, buying or possessing illegal drugs
- any act which disrupts the class or school
- possession of or igniting any form of fireworks including but not limited to stink bombs (possession also includes within a student's vehicle)
- violation of school rules and regulations while on probation or failure to follow the conditions of probation such as receiving more detentions while on probation
- bringing or possessing of any firearm or deadly weapon on campus and/or at any school sponsored activity; also any student transporting any type of firearm or deadly weapon by means of a vehicle onto school grounds or any school activity will be turned over to law enforcement in addition to being expelled
- assault or battery – unprovoked attack on any faculty or staff member or student by another inflicting harm upon their person(s), or harmful or offensive contact with a person, resulting from an act intended to cause the person to suffer from the contact

- stealing – taking or possessing the property of another student or teacher without their permission; also, any student bringing, possessing, selling, distributing or buying stolen items, including homework, exams, tests, quizzes and/or the answers to these, is subject to expulsion; and also, taking or attempting to take any food item(s) from the cafeteria lunch line without immediate payment for the item(s) at the place of payment
- fighting, on or off campus, where two or more students are involved in a physical exchange of blows to the other person(s) (See “Determining Consequences for Fighting” below.)
- any serious disrespect or threat toward a faculty member, staff member, administrator, or student of the Archbishop Rummel Community in the form of writing, picture(s), printing, word or gesture
- any form of lewd or obscene conduct - contrary to the teachings of the Roman Catholic Church, and local, state or federal laws
- receiving 10 or more after school detentions in a school year
- illegally setting off a fire alarm
- written or verbal assault/threat made against any student, faculty, or staff member (this threat also includes those aimed at the destruction of school property)
- any violation of civil or criminal law that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of Archbishop Rummel High School as indicated in the Student Handbook
- committing or attempting to commit acts of vandalism on property belonging to the school, students or to any of its employees, or vandalism of property belonging to other schools
- GANGS – any student who displays or communicates by the use of or in the form of writing, dress, speech, symbols, tattoos, gestures or any such gang related activities in the judgment of school officials, makes himself subject to expulsion
- continued harassment/bullying of any student(s) by any means
- continued truancy
- continued leaving campus without permission
- testing positive for illegal drugs a second time will result in the student being asked to leave immediately without appeal
- any student who refuses or willfully attempts to evade the drug test by shaving, cutting or altering the hair, both head or body, in any way, unless hair loss is the result of a diagnosed medical condition will be asked to withdraw from Archbishop Rummel High School immediately
- any student who is arrested for any reason regardless if school is in session, whether on or off campus, may be asked to withdraw from Archbishop Rummel High School
- any student who has had two probations and tests positive for illegal drugs either during or after having completed his second probation will be asked to leave immediately without appeal even if the positive drug test is the student’s first
- displaying any form of inappropriate conduct or behavior on social media
- any attempt to violate the cyber security of any website or software program associated with Archbishop Rummel High School
- any attempt to access or hack into an account belonging to another student or employee of Archbishop Rummel High School
- endangering the health and safety of oneself or others
- possessing, buying, selling, or distributing prescription or non-prescription medication including vitamins or supplements

Students asked to leave Archbishop Rummel High School because of disciplinary reasons will not be allowed to attend Archbishop Rummel’s Summer School.

Firearms, Act 833, the Louisiana Legislature creates the crime of carrying a firearm by student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus.

Determining Consequences for Fighting

If an employee of Archbishop Rummel High School or a representative of a law enforcement agency is unable to determine which party started a fight, or if neither student in the fight admits to starting the fight and being the aggressor, each individual will be suspended and may be expelled depending upon the severity of the fight and the resulting disruption.

Probation

The Assistant Principal of Discipline and Student Achievement may place any student on disciplinary probation if his actions warrant it. Ordinarily, no student may have more than two disciplinary probation periods at Archbishop Rummel High School.

The issuance of probation (Stage 1 or 2) may be coupled with other consequences such as after school detention(s). Any student who tests positive for illegal drugs while on probation (Stage 1 or 2) will be considered in violation of probation. Any violation of the terms included in Stage 2 probation will result in the student being asked to withdraw or expulsion.

Stage 1

This type of probation is all inclusive of a student's behavior including his attendance record. It may also result from a single major infraction or after a student is guilty of habitual violation of school and/or classroom rules.

A student is not eligible for removal from probation during the quarter in which he has been placed on probation. He becomes eligible for removal from probation only at the end of the following quarter or on the date determined by the Assistant Principal of Discipline. Acting upon either a favorable or unfavorable evaluation from the teachers of the student on probation, the Assistant Principal of Discipline and Principal will decide whether or not the student should be removed from probation.

Stage 2

This type of probation is issued when a student's continued enrollment at Archbishop Rummel High School is in serious jeopardy. It may be issued if a student violates the conditions set forth in Stage 1 or after the commission of a major offense. A student may be placed immediately on Stage 2 Disciplinary Probation without having been placed on Stage 1 depending upon the severity of the offense(s). The probationary period for Stage 2 is for the remainder of the school year. Violation of this probation will result in a student's dismissal.

Suspension

Depending upon the severity of an offense(s), the Assistant Principal of Discipline may elect to suspend a student without first placing him on probation or issuing an after school detention. A suspended student loses certain privileges that are given to other students. He is not allowed to participate in any co-curricular or extracurricular activities while suspended.

During a suspension, a student is still expected to complete his assignments. He will receive a zero on any quiz

or graded homework assignment while suspended. If while suspended he misses a test, submission of a project or paper, or a quarter exam, he must make it up within two school days of his return. The highest grade he can be assigned on the test, project or paper, or quarter exam is a 66.

A student may be suspended for the following, but not limited to, offenses:

- disrespect to a faculty or staff member
- possession of or bringing obscene or pornographic books and/or pictures to school; obscene or vulgar language, either written or spoken; lewd or obscene behavior
- leaving the campus without the permission of the school administration
- any forgery of notes or signatures of the parents, or impersonating them on the phone or through various forms of electronic communication
- receiving more than two conduct detentions in one day
- truancy
- fighting/or instigating a fight
- possession of or distributing any items (electronically or otherwise) such as pamphlets, drawings, pictures, messages or any type of publication that is offensive or disruptive to the Archbishop Rummel Community
- leaving the classroom during class time without a teacher's permission
- habitual unexcused tardiness to school or class
- habitual violation of school/classroom rules
- vandalism of property belonging to the school, faculty or staff (restitution is required)
- any form of graffiti
- harassment, verbal attack, threat, bullying or teasing of any student
- cutting a class or classes
- testing positive for illegal drugs
- possession of tobacco, tobacco products, or cigarettes (including any item related to electronic smoking)
- smoking in any form
- violation of off-campus personal conduct expectations
- disturbing class
- endangering the safety of oneself and/or others
- inappropriate use of electronic or social media
- participating in or instigating a campus disturbance
- inappropriate behavior at a school sponsored activity
- making comments, written or otherwise, that are racially or ethnically derogatory
- creating or participating in a campus disturbance
- creating or participating in the spread of false rumors that result in a distraction, disruption, or interruption of instruction or the smooth operation of school

Depending upon the severity of the offense(s), the commission of the aforementioned violations may result in expulsion.

Finance Policy

School leadership sets registration, tuition and fees on a yearly basis. The school advisory board and the Archdiocese of New Orleans approve these amounts. Total charges for the school year include, but are not limited to, the use of state-provided textbooks, student school insurance, subscription to the school newspaper and specific school activities and some athletic events. Current students re-register for the next school year during the months of February and/or March. New students pay registration at the time of acceptance.

Special course related fees are due at the time of check-in day. Certain courses require the use of privately purchased textbooks. Students are responsible for all texts and materials provided for use and must pay for them if they are lost or damaged.

The school reserves the right to suspend educational services to students for nonpayment of tuition. All indebtedness to the school must be paid in order for students to continue educational services.

Book Costs

Many textbooks are supplied free of charge by the state, but there are courses that require paperbacks, additional texts, and workbooks. Most of these books can be purchased online prior to the opening of school.

Building Fee

A building fee of \$700 per student is due on May 1. This fee is refundable only if the student withdraws prior to the first day of the school year. This fee may be included in the bank loan offered to parents each spring.

Bus Transportation

Transportation to and from school is provided free of charge to residents of East Jefferson (Metairie, Kenner, River Ridge, Harahan, Jefferson). No bus transportation is provided by Jefferson Parish School bus system if the student lives within a two-mile radius of the school.

Financial Assistance

Through the generosity of the school's benefactors and allocations in the school's operating budget, Archbishop Rummel High School provides financial aid each year to families in need. Financial aid is awarded annually to Archbishop Rummel students who are registered for the following year and have qualified based on financial need. Parents/guardians must apply for financial aid annually by the published deadline.

A student who receives financial aid must perform work as assigned by the Financial Aid Program Administrator. The work performed involves labor on the school's campus. The Financial Aid Program Administrator and the principal must approve work projects in advance. The Financial Aid Program Administrator determines the work schedule for each financial aid recipient and is responsible for keeping written verification of the work performed.

The student's participation in the financial aid program will be discontinued and the remainder of the tuition

will be payable in full if the student:

- Does not perform assigned tasks satisfactorily
- Does not make himself available at required times
- Does not pass multiple classes
- Is placed on probation
- Misses more than 10 days of school

For further information regarding the financial aid process, please contact the school's Finance Office at (504) 834-5592.

Graduation Fee

A \$260 senior graduation fee is due on May 1 of the student's junior year to cover graduation expenses. This fee is non-refundable after the first semester. This fee may be included in the bank loan offered to parents each spring.

NSF Charge

A student's tuition account will be charged a \$25 NSF (non-sufficient funds) fee for any check returned or EFT (electronic funds transfer) denied by the bank.

Other Fees

Each grade level has a basic course fee. Additional fees are charged for computer technology, arts, retreats, advanced placement testing, dual enrollment, yearbook, service program, and parents club. All fees are due and payable on student check-in day prior to the opening of school.

Registration/Activity Fee

A registration/activity fee is charged annually. This fee covers the cost of scheduling students, student school insurance, some testing services, and admission to some athletic events.

The registration fee for new students is paid by applicants upon notification of admission. Any fees received after the published registration deadline will be assessed a \$200 late fee. The registration fee for current students is \$300 and is due on a specified date in February and/or March. Any fees received after the published due date are assessed a \$200 late fee.

If the school's administration decides not to readmit a student into Archbishop Rummel High School for academic or disciplinary reasons after the fee has been paid, the school refunds the registration fee. If a student decides to withdraw after paying the registration fee, the fee is not refunded.

Re-registration

Unless granted an exception, students with an outstanding tuition balance may not re-register for the following school year. If a student has an outstanding tuition balance, the school will apply any payment received during the re-registration period to that balance.

Scholarships

Archbishop Rummel High School awards two academic scholarships to new eighth and ninth grade students.

Archbishop Joseph Francis Rummel Honors Scholarship

\$3,600 Each Year

Requirements: 95-99 percentile on placement test, "A/B" work at elementary school, recommendation from grammar school principal, and earn a 3.50 GPA each semester in the honors curriculum

St. John Baptist de La Salle Honors Scholarship

\$1,800 Each Year

Requirements: 90-94 percentile on placement test, "A/B" work at elementary school, recommendation from grammar school principal, and earn a 3.50 GPA each semester in the honors curriculum.

All applicants must be entering the eighth or ninth grade and are required to take the high school placement test. All students must take the placement test when administered by the school on the official Application Day in January.

On the basis of placement test scores, the school's Scholarship Committee, headed by the principal, considers students who potentially qualify for scholarships. Previous school records and recommendations from principals are sought.

The school has no limit on the number of grants available for distribution. All scholarships are renewable on an annual basis provided the recipient maintains his cumulative GPA and maintains an exemplary discipline record.

Scholarship award winners will be notified in writing. A scholarship awards ceremony is held in the spring on a date to be announced.

Tuition

The tuition for the 2017-2018 school year is \$8,175. Full tuition is payable on May 1. Parents who wish may finance the tuition with a tuition bank loan during the spring. Those who find it impossible to afford full tuition may apply for financial aid after the registration fee has been paid. If a student withdraws from school, tuition refunds are prorated through the month of withdrawal.

Supervision of Students

Extracurricular Activities Before and After School Hours

The principal is responsible for the direction of all activities of the school, including those occurring outside of the school building or day. The principal has the right to delegate the duty of supervision, but he remains ultimately responsible for all activities.

Moderators and coaches of extracurricular activities are to be qualified and approved by the school administration. Overall responsibility will be given to qualified and experienced moderators and coaches. Non-faculty moderators and coaches should be instructed and familiar with all policies and procedures for an activity.

Students are to be picked up within 30 minutes of the end of an event held on campus.

Supervision After School Hours

The time of after school supervision is based upon bus transportation and student departure from the student parking lot.

Supervision of students who are not involved in supervised extracurricular activities ends at 3:05 p.m.

Supervision Before School Hours

The time of before school supervision is based upon bus transportation and parental drop-off. No students are allowed to arrive on campus unsupervised before 6:45 a.m.

Students arriving before 7:00 a.m. are required to go to the Raider Room or the Cafeteria. Students arriving after 7:00 a.m. are required to go to the Raider Room, the Cafeteria, or the Library. The classroom buildings are opened for students at 7:20 a.m.

Technology Policy

Acceptable Use Policy

Failure to read the Acceptable Use Policy is not a valid reason for violating the following.

1. The use of technology is a privilege, not a right. Inappropriate use will result in the cancellation of this privilege. The school reserves the right to seek financial restitution for any damage caused by the student. The system administrators will deem what is inappropriate use. The administration, faculty, and staff may request that the system administrators deny, revoke, or suspend specific user privileges based on cause. Violations will be dealt with seriously.
2. The student will not use technological resources for non-academic purposes.
3. The student will protect the privacy of his and others' work. Violations of this rule include, but are not limited to, the following:
 - trying to learn another user's password(s)
 - copying, changing, reading, or using files from another user without prior permission from that user
 - attempting to gain unauthorized access to system programs of the computer equipment
 - using computer systems to disturb or harass other computer users or use inappropriate language in communications
4. The student will honor the school's procedures for the storage of information. Files may be deleted from the system with or without prior notice to protect the integrity of the network and space limitations on the computer's hard drive.
5. Archbishop Rummel High School reserves the right to examine all data to make sure that all users are in compliance with these regulations.
6. The Internet is to be used for scholarly research and as a means of obtaining needed educational information. The student is prohibited from using the Internet for other purposes during the school day. This includes, but is not limited to, the following:
 - conducting or participating in any illegal actions according to local, state, or federal law
 - threatening, bullying, or harassing others
 - bypassing the school content filters using proxies
 - infringing upon software, copyright, or licensing agreements
 - viewing, displaying, storing, or transmitting any obscene or discriminatory material
 - sending unauthorized bulk or random messages
 - maliciously installing or invoking a computer virus or other disruptive mechanism
 - altering system files or configurations to disrupt computer functions
 - seeking or gaining unauthorized access to network resources or resources on the Internet
 - bypassing the school's network and using a virtual private network (VPN)
 - bypassing the school's network and using a cellular connection or hotspot
7. Archbishop Rummel High School reserves the right to monitor the Internet usage of all students through specialized software as well as any other means available to teachers and the administration.
8. The student may not use any email, chat, or collaboration program to communicate with others during

class unless a teacher or administrator expressly authorizes him to do so. This includes, but is not limited to, AirDrop, iMessages, GroupMe, or Kik.

9. The student must take full responsibility for his own actions. Archbishop Rummel High School takes no responsibility for any information or materials that are transferred through the Internet. Archbishop Rummel High School will not be liable for the actions of anyone using the school's Internet connection. The student assumes full liability – legal, financial, or otherwise – for his actions.
10. The student represents Archbishop Rummel High School in everything that he does. At no time should a student participate in a social networking setting that conflicts with the beliefs and policies of Archbishop Rummel High School. This includes, but is not limited to, Facebook, Instagram, Twitter, or SnapChat.

Transportation Policy

Transportation to and from school is provided free of charge to residents of East Jefferson (as of the date of publication). Jefferson Parish School Bus System does not provide bus transportation to homes located within a two-mile radius of the school.

For school-sponsored field trips, school buses are the preferable means of transportation of students to and from the activities. If private vehicles are used, the driver must be 21 years of age and present a copy of a valid driver's license and a copy of proof of insurance. Additionally, parents are to sign the school activity permission slip. The permission slip must include details regarding the method of transportation. Use of passenger vans is prohibited in light of the National Transportation Safety Board's recommendation.

The reckless operation of a vehicle on or off campus will result in the student's suspension of driving privileges to and from campus and possible suspension from school.

Automobiles

Only students in the 10th, 11th and 12th grades are allowed to drive automobiles on campus. They must park on campus in the zones assigned to them. The fenced area, behind the field house, is assigned to all senior student drivers on a first-come, first-serve basis. Any student parking in the fenced area, wrestling building parking lot, in front of the gymnasium, baseball field parking lot or the football field parking lot, must have his decal hanging from the rear-view mirror at all times. Parking by students is forbidden in the parking zones marked for the faculty and visitors, such as the front of school parallel to Severn by the administrative area, the horseshoe area on N. Hullen, and the Multimedia Lab area on N. Hullen. At no time is a student to park in any portion of the handicapped zone (depicted by blue paint), unless the student is handicapped and possesses a handicapped license plate. Any violation of a teacher or visitor-parking zone may result in an after school detention.

No double parking will be allowed on campus, and an after school detention may result if any students violate this rule. Students are not allowed to loiter in or around their cars before or after school either on campus or in the neighborhood around campus. Students must obtain permission from an administrator to go to their vehicles during the school day. Students are not allowed to drive a vehicle on campus that contains any lewd, obscene picture or writing attached to the vehicle either by decal, drawing, or lettering on the vehicle.

Buses

Bus service is provided by the Jefferson Parish Public School System. Any student who is not registered for bus service at the beginning of the school year may be added later by parental request to the Attendance Secretary. Such mid-year bus registrations may take several days for routing to occur. Students who ride on school buses are expected to behave at all times, giving consideration to other students and the driver, who should be allowed to devote all of his/her attention to safe driving.

Students should follow the rules of the Jefferson Parish Transportation System while boarding and in transit, including (but not limited to):

1. Students must line up in a single file line to board the bus.
2. Students may not use any tobacco products on the bus.

3. Students may not throw objects out of the bus.
4. Students must remain seated at all times.

Violation of the rules will initiate disciplinary action to be determined by the Assistant Principal of Discipline and Student Achievement that may include removal from the bus.

The school reserves the right to refuse bus transportation to any student who, in the judgment of the driver and the Assistant Principal of Discipline and Student Achievement, causes a disturbance on the school bus. Also, the driver may deem it necessary to return to school because of unruly behavior of several students. If such an incident does take place, then the parents of those students must provide transportation home. In such cases, the school waives all responsibility and each offending student must make his own arrangement to be transported home.

Search of Vehicles Parked on School Property

Permission to park on school property is granted subject to all rules and regulations of the school, which can be obtained from the school during regular business hours.

By entering school property, the person driving any vehicle is deemed to consent to complete search of the automobile, with or without cause, by school officials or police. If any person in the car other than the driver is the current custodian of the vehicle, then consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage.