

**Student Handbook Highlights**  
**Attendance and Discipline\***  
**Archbishop Rummel High School – 2018/2019**

**Attendance:**

- Eligibility for credit is determined by attendance in **each class period.**
- **Half unit courses** – Ineligible when unexcused absences exceed 5 first semester and 6 second semester
- **Whole unit courses** – Ineligible when unexcused absences exceed 11
- **Carnegie credit will not be awarded once the maximum number of unexcused absences has been exceeded.**

**Parent/Guardian Responsibility When a Student is Absent or Tardy to School:**

- Contact the Attendance Office (504) 834 -5592 ext.250 or [attendance@rummelraiders.com](mailto:attendance@rummelraiders.com) either prior to or on the day of absence/tardy between 7 and 9 a.m. **The call alone does not excuse an absence.** Extenuating circumstances due to extremes in weather or traffic may excuse a tardy.
- Upon returning from an absence, a student must bring a parent or doctor's note stating reason for absence(s) to the Attendance Office. A doctor's note will cause an absence to be classified as excused.
- In order for an absence(s) due to illness to be considered excused, verification from a medical doctor is required. Absences due to illness will be considered unexcused without a physician's verification. A parent note explaining an absence due to illness does not excuse an absence but is required in lieu of a doctor's note.
- A parent note due to death in the immediate family, approved trips, or natural disasters will excuse an absence.
- **A student is considered tardy to school after 7:30.** If tardy, a student must first obtain an admit slip from Attendance Office. Starting with third offense, increasing consequences will be assigned.

**Personal Conduct on and off Campus:**

- All students are expected to conduct themselves as Christian gentleman at all times on and off campus (in uniform or out) **throughout the calendar year.** This includes all forms of social media.
- Disturbing class, interrupting learning, and/or disrespect to a faculty or staff are considered serious offenses.
- Sleeping in class is **never** an option.
- Students may use lockers at the beginning and end of the school day and before each class period.
- Personal belongings, especially iPads, must be on the student's person or locked in locker. Students must never leave personal belongings unattended or unlocked. **If using a locker, a lock must be placed on the locker. Only locks purchased through our bookstore are permissible.**

**Bullying:**

- **Always unacceptable! (Includes social media)** Immediately notify teacher or administrator. Students, parents, or guardians may complete a Complaint Form located in the Discipline Office. **Considered a MAJOR offense!**

**Cell Phones:**

- Must not be visible from the time a student sets foot on campus until he enters the building at 7:20.
- May not be used until 2:45. Must be stored in locker (or vehicle) in the "off" mode throughout the day.
- If a student does not use a locker, he may store in Discipline Office or in car. (No other places)
- 1<sup>st</sup> offense = confiscated, returned to student at end of day, after school detention
- 2<sup>nd</sup> = confiscated, returned to parent/guardian, 1 day out of school suspension, may not bring phone thereafter
- 3<sup>rd</sup> = confiscated, returned to parent/legal guardian, asked to withdraw from Archbishop Rummel High School

**Wearable Technology:**

- ARHS prohibits the use of "Apple watches" or any other wearable communication devices.

\* Please refer to the Student Handbook for explicit details pertaining to student discipline and attendance.

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**Uniform: (Checked daily for compliance) Consequences are issued for each violation.**

- **Pants** = Pleated, no cuffs, “R” patch on the back, worn at waistline, belt must be visible
- **Shirts** = Must be bought from Perret’s on Williams Boulevard, monogrammed and tucked in on and off campus during and after school hours. Pockets are considered part of the uniform. Buttons on edges of collar must be buttoned.
- **Tie** = Must be bought from our bookstore and worn on special occasions such as school masses.
- **Belts** = Must be purchased from our bookstore and worn daily
- **Shoes** = Tan Harvest “Dr. Martens” lace ups from Perret’s – polished regularly – must be tied and not worn as flip-flops
- **Socks** = Solid navy blue or solid black only - must reach above the ankle to just below the calf (no designs or emblems, “footies,” or ankle socks)
- **Hats/Caps/Hoodies** = never permitted
- **Permissible Outerwear** = Students may **ONLY** wear the fleece pullover sold only at Perret’s or a letterman’s jacket. (Team sweaters, sweatshirts, windbreakers, are allowed after 2:45.)

**Personal Appearance: (Checked daily for compliance) Consequences are issued for each violation.**

- **Hair** = must be **EVENLY BLENDED** from sides and back to the top; no noticeable, abrupt change from sides/back to the top, height on top no more than 1.5 inches, length of hair on top not long enough to touch the eyebrows or long enough to make a “man bun”, length on sides not long enough to touch top of ear or collar, no carvings anywhere on the head, no bleaching or dying, and must have a dry appearance. Mohawks, fauxhawks, and fades are not allowed. Hair “twists” are not allowed.
- **Grooming** = Must be cleanly shaven daily; sideburns may not extend beyond the middle of the ear. (Includes all school related functions)
- **Tattoos** = New ones not allowed – any pre-existing must not be visible while representing ARHS.
- **Jewelry** = May wear one **small** gold or silver necklace. Only a Christian medal or crucifix may or may not be worn on the necklace. Earrings or any type of skin piercing are not allowed at school or any school related activities. If a student wears a bracelet, it must be religious in nature and may wear only one. The only rings allowed are the official senior class rings, championship rings earned through participation at ARHS, or an Eagle Scout ring.

**Drug Testing:**

- Students selected at random or by reasonable suspicion. Done through hair sampling.
- Anyone refusing or attempting to evade testing by shaving, cutting or altering hair will be asked to withdraw.
- School will pay the screening costs for those randomly selected. (Second screening at parent’s expense)
- 1<sup>st</sup> positive drug screening result while enrolled at ARHS = suspension; 2<sup>nd</sup> positive = asked to withdraw.

**Medications:**

- With the exception of registered inhalers and Epipens, students are not allowed to carry any medications (prescription or non-prescription) on campus **including vitamins and/or supplements.**
- Other than registered inhalers and Epipens, all medications (prescription and non-prescription) must be registered in the Discipline Office and administered by written permission only.

**Vehicles on campus:**

- By entering school property, the person driving the vehicle is deemed to consent to complete search of vehicle, with or without cause, by school officials or police.
- Going to or loitering in vehicles is not allowed. Reckless operation of a motor vehicle on or near campus will result in detention, suspension, and/or revocation of driving privileges.
- Offensive pictures on vehicles or profane/obscene wording on vehicles is not allowed.

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