

**Student Handbook Highlights**  
**Attendance and Discipline\***  
**Archbishop Rummel High School – 2020/2021**

**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 the event that a student test positive for COVID-19, in addition to bringing in a doctors note upon clearance to return, please call the attendance office to inform the school of the illness.
- 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. **Students will receive an after school detention beginning with the 4<sup>th</sup> tardy to school.**

**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. Students may use the lock from previous years if it was purchased through our bookstore.**

**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.
- 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.)
- **Masks** = Students are required to wear the school-approved mask purchased in the Raider Pride Store. This mask is to be worn throughout the school day and at all school sponsored events. The mask must be worn properly, covering the nose and chin at all times. Bandanas, scarves, and neck gaiter masks are not allowed.

**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 dyeing, 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** = Any tattoos 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. Only one bracelet may be worn and, it must be religious in nature. 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.
- Parents may request a first screening at their expense.

**Medications:**

- With the exception of registered inhalers and Epipens, students are not allowed to carry any medications (prescription or non-prescription) on campus **including but not limited to cough drops, 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.

**Dropping off items:**

- In order to avoid a disruption or distraction to the learning environment and to develop responsibility, students will not be allowed to call home for assignments, materials, athletic equipment, any form of technology, or any other items during the school day except for prescribed medications. Parents must not drop off such items once your son has arrived at school. If a student forgets his lunch that was prepared at home, it is his responsibility to inform personnel in the Discipline Office well before the lunch period begins. Office staff will allow the student to call his parents in order for lunch to be delivered. Students will not be allowed to call home for parents to deliver commercially prepared meals nor should parents deliver commercially prepared meals before or during our lunch period.

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**COVID-19 Protocols*****Entrance Protocol***

Students will enter campus through one of three entrances. Each entrance will be staffed by a Rummel faculty member.

Students will have their temperatures taken by the faculty member on duty at the various student entrances.

If a student's temperature measures 100.4 degrees Fahrenheit or above, then he will not be allowed to enter campus.

The parent(s) of the student will be called immediately to arrange student pickup. The school's discipline office will maintain a list of students whose temperature measures 100.4 degrees Fahrenheit or higher.

A student cannot return to campus until he is fever-free for 48 hours without medication.

Visitors, including parents, will not be allowed to enter campus. Appointments with various faculty and staff members must be made in advance.

***Expectations During Lunch***

To avoid the touching of another student's school bag, students are to keep their belongings with them at all times. During lunch, students may keep their belongings in their academic learning session classroom or in their assigned lockers. Student belongings are not allowed inside or outside the cafeteria.

***Personal Conduct On Campus***

When on campus, faculty, staff, and students are to maintain six feet of distance to the greatest extent possible. This includes within the classroom, restroom, hallway, band room, cafeteria, field house, library, outdoor walkways, and gym.

***Hydration***

Students may carry containers of water that are entirely clear and less than 32 ounces in size (no half gallon or gallon containers) in their school bag. Students are allowed to refill their containers and consume water during the exchange of classes in the hallway and outside the building. Drinks may not be consumed in the classroom.

## ***Student Uniform***

### **Masks**

Students are required to wear the school-approved mask purchased in the Raider Pride Store. This mask is to be worn throughout the school day and at all school sponsored events. The mask must be worn properly, covering the nose and chin at all times. Bandanas, scarves, and neck gaiter masks are not allowed.

### ***Service Hours***

**COVID-19 UPDATE:** Pending further notice, students are still required to complete the total number of hours per grade level. However, the requirements for each student to complete half of his service hours in specific areas has been waived. Students may perform their service hours wherever they are available. Given our current circumstances, it is only recommended that students work in the following areas, if possible:

8<sup>th</sup> and 9<sup>th</sup>: Work is encouraged to be done in the following areas: tutoring grammar school students, working at food banks, working in Church parish or former school. 20 hours of service work each year.

10<sup>th</sup>: Work is encouraged to be done in the following areas: working with the elderly. 25 hours of service work.

11<sup>th</sup>: Work is encouraged to be done in the following areas: Working in hospitals, with at-risk youth, or with special needs individuals. 40 hours of service work.

12<sup>th</sup>- Work is encouraged to be done with the homeless or with a rebuilding group like YRNO. 25 hours of service work. Furthermore, the requirement to perform service solely for non-profit organizations has been waived. Students may fulfill some of their service working for individuals, such as getting groceries or mowing lawns for the elderly in their neighborhood. **Please note, however, helping relatives does not fulfill service hour requirements.** (Though helping relatives follows our obligation to “honor thy father and mother;” it will not qualify for service work. There are many in our communities who are without family and yet in need especially now.) Please see the list “Service NOT Allowed” at the end of this document for more information.