

**Student Handbook Highlights**  
**Attendance and Discipline\***  
**Archbishop Rummel High School – 2023/2024**

**Attendance:**

- Eligibility for credit is determined by attendance in **each class session.**
- **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 or a tardy.** Extenuating circumstances due to extremes in weather or traffic may excuse a tardy as determined by the administration.
- 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 each semester.**

**Student Dismissal:**

- For a student to be dismissed from school premises he must be dismissed through the Attendance Office. Parent presence is necessary to check the student out. This includes parents of students who drive to school. A student who drives to school may be checked out without parent presence once a semester in emergency situations.

**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 Chromebooks, 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 a teacher or an administrator. Students, parents, or guardians may complete a Complaint Form located in the Discipline Office. Bullying is 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 to school thereafter
  - 3<sup>rd</sup> = confiscated, returned to parent/legal guardian, asked to withdraw from Archbishop Rummel High School
  - If a student must contact a parent/guardian prior to 7:20, he must report to the Discipline Office to ask permission.
  - Parents/guardians are asked not to call their sons on their cell phones until after 2:45. The same holds true for messaging. If an emergency arises please call the school office.
  - 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.

**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, 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** = The official brown leather belt must be purchased on campus from the Raider Pride store. The belt will be the only acceptable belt allowed to be worn at school as part of the school uniform during the school day.
- **Shoes** = Rockport dress shoe at Perret's on Williams Boulevard. Students who still have Doc Martens that fit and are in good condition may continue to wear them. Shoes must be polished regularly, tied and not worn as flip-flops.
- **Socks** = Solid navy blue 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** = 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.

**School Bags and PE Bags:**

- All school bags must be red, clean, and free of any markings, writing, painting, 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.

**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 and entrance into the Promoting Success Program with Counseling; 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.
- The Discipline Office will not dispense non-prescription medication.

#### **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. The student is responsible and accountable for all contents of the vehicle he drives to school.
- 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.

#### **Threatening Remarks:**

- Students will be held fully responsible and accountable for any form of communication (spoken, written, or otherwise) regarding fifth potential safety of himself, the school, or others. The administration takes such forms of communication seriously and does not accept the reasoning behind such threatening remarks as a "joke" or that the recipient of the remarks knew that the offender was "kidding." Students guilty of such offenses jeopardize their continued enrollment in ARHS.

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