



**Archbishop Riordan High School  
Residential Program**

**STUDENT HANDBOOK**

**2011 - 2012 School Year**

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## **Overview & Purpose of this Handbook**

*These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in a community atmosphere and intended to maximize everyone's academic and social experience. All students who are enrolled in the Archbishop Riordan High School Boarding will be held to the expectations and policies outlined in this handbook. It is expected that all parents and students read this student residential handbook thoroughly and refer to it as a source of guidance and information. Students and parents are expected to have knowledge of the handbook's content.*

## **Standards of Conduct**

Students enrolled in the Archbishop Riordan High School Residential Program are expected to treat other members of the program and school with respect and courtesy. The following standards of conduct are examples and general expectations for all student members of the Archbishop Riordan High School Residential Program.

1. Honesty in academic endeavors and in all aspects of campus life.
2. Commitment to a safe, clean, congenial, and productive learning environment.
3. Respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of the Archbishop Riordan High School Residential Program.
5. Respect for the rules and regulations of Archbishop Riordan High School Residential Program. In addition, conduct occurs in the context of a community of scholars dedicated to personal and academic excellence. Joining this community obligates each member to observe the following principles:
6. Mutual respect
7. Personal and academic integrity
8. Civil discourse
9. Responsible decision-making

Most members of the Archbishop Riordan High School community acts in a mature manner consistent with the benchmarks of mutual respect, civil discourse, appreciation of differences, and responsible choices. However, it is necessary to protect the many from the few who may choose to act in an irresponsible manner.

## **Refund Policy**

There are no refunds of tuition, room, or board for withdrawal or dismissal from the Archbishop Riordan High School Board Program. Students who voluntarily withdraw during the first five days of the program may submit a written letter requesting a policy exception. This request should detail the circumstances of the student's withdrawal. Students who are dismissed for any reason are ineligible for any refund.

### **Privacy & Dignity**

While living in a community, it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted peer intrusions on a student's right to such privacy shall be considered a violation of the program's disciplinary code.

### **Compliance with Boarding Program/School Officials**

All students are expected to comply with all requests and directives made by Archbishop Riordan High School staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, residential staff, security staff, building managers, facilities staff, faculty, program directors, and deans.

### **Identification Cards**

Students will be issued an Archbishop Riordan High School Boarding Program identification card during the registration process. Students should carry this card with them and must show it to school officials upon request. Students found tampering with or altering identification cards will be subject to disciplinary action.

### **Room Use & Occupancy**

Each student is provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. Students are responsible for keeping their rooms neat, organized & clean. Consideration for roommates and respect for property & personal space is expected. No room alterations are allowed. Students, as a community, are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges and grounds surrounding the residence hall.

### **Open Door Policy**

**Student's residence hall rooms must remain open while individuals other than the student's roommate are present. Girls are not allowed in rooms.**

### **Guests**

Out of respect for a roommate's right to privacy, students are expected to comply with the expressed desire of their roommate not to have guests. Individuals not affiliated with the Archbishop Riordan High School Boarding Program are not permitted in the residence halls unless specifically invited by residential staff. No overnight guests are permitted.

### **Culpability**

As it is often difficult to accurately determine degrees of culpability, all residents of a room where a violation is found may be held responsible to some level for that violation. Students are advised, therefore, to avoid such situations that may put them at risk of unwanted interventions and are encouraged to inform residential staff if such violations are occurring in their room.

### **Room Keys**

At the start of the program students will be given keys to their rooms that they must return at the end of the program. Because of security concerns, any time a key is lost the student must immediately notify the residential staff and a lock change will be initiated. A fee may be charged for this service.

### **Locking Doors and Windows**

In the interest of safety and security, all the external doors of the residence hall will be locked at all times. Students are reminded not to share the security codes, keys, etc with anyone, including other students on campus. Additionally, all students should lock their doors and windows when they are leaving their rooms and carry their key with them. Keys should not be loaned to other students. Lost keys should immediately be reported to the residential staff. Security and fire doors in the halls should not be propped open (except by magnetic door holders that are connected to the fire alarm system). Windows should not be used as an entry or exit from a building, unless it is an emergency such as a fire. Items should not be passed through an open window.

### **Quiet Hours and Study Hours**

The rigorous academic program requires evening study. For this reason, quiet hours must be observed in the residence hall as posted. All students are required to show courtesy to their roommates and the community around the subject of noise. In addition, study hours are from **8pm to 11pm Sunday through Thursday**. A staff member will come and visit the rooms to ensure that students are studying and not playing games.

### **Curfew**

Study hours are from 8-11pm Sunday through Thursday, so students should be in their rooms studying at that time but if there was a need to go outside to buy something for example, students of Archbishop Riordan High School Board Program are required to be in their Residence Hall by no later than 11:00 pm Sunday through Thursday and no later than midnight Fridays and Saturdays. Failure to abide by the curfew will result in sanctions outlined in the section, "General Sanctions."

### **Room Changes**

Every effort is made to house students in compatible situations conducive to academic and personal growth. Roommate changes are rare, and may be made only under the direction of the residential staff.

### **Telephones**

Students are required to provide their own telephones. Students may not use cell phones or other electronic devices, nor have them turned on during class periods or during any school-sponsored event or activity. Cell phones and other electronic devices may not be used during academic preparation time or any other time in which the student has residential or program-based obligations. Excessive use of cell phones or other electronic devices will be addressed by program staff.

### **Storage & Security of Personal Items**

All students are issued keys for their rooms and are advised to take precaution in securing items of value in their room and on their person. Neither Archbishop Riordan High School Boarding staff nor the school staff accepts responsibility, nor will they provide compensation for lost, stolen or damaged items. Should a student lose a key, the first offense will warrant a \$50 charge and a second offense \$100 charge.

### **Damage Assessment**

Residential staff, with the student present, record room conditions when the student arrives on campus. At closure, this joint procedure is repeated; the room key returned, and notations are made of any damages caused by the student that may result in charges. Students are responsible for any damage done to personal or Archbishop Riordan High

School property. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing Archbishop Riordan High School program property. Damages, which cannot be attributed to specific individuals, will be charged to all room or building occupants. The Archbishop Riordan High School Boarding Program reserves the right to determine the cost to repair or replace any damaged property.

### **Restricted Areas**

The Archbishop Riordan High School Board Program students are restricted from entering any residence hall other than those assigned to the program. Students from other programs are restricted from entering the residential floors of the high school program.

Due to the nature of the ages in the high school and Boarding program, any fraternization that is excessive, disrespectful or otherwise inappropriate between high school and other program students will be addressed by the program staff.

### **Permission to Leave Campus**

Students in the Archbishop Riordan High School Boarding Program must have written permission in advance to leave campus for any reason other than supervised, program-related activities. Permission to leave campus can only be granted by the dormitory staff, primary parent(s)/guardians on record with the Boarding Program. Permission forms are available from the residential staff. Students leaving campus must check-in with the residential staff.

### **Knives and Weapons**

Only non-automatic pocketknives with blades less than three inches will be permitted on campus. All knives not fitting these requirements will be confiscated. Knives and weapons of any sort may not be brought into classrooms or spaces used for teaching and community assembly. Firearms and ammunition of any kind, including BB guns, pellet guns, paintball guns, or any instruments that discharge projectiles such as bows and slingshots, and any other weapons are prohibited from campus. Students possessing such weapons will be subject to immediate disciplinary action up to and including dismissal.

### **Alcohol & Other Drug Policies**

The Archbishop Riordan High School Boarding Program will address any behavior relating to drugs and alcohol as outlined below:

- **Possession of alcohol or illegal drugs on campus:** Students who are found to possess, use, distribute, or transport alcohol or illicit drugs on campus will be subject to suspension or expulsion. The Archbishop Riordan High School Boarding program reserves the right to consider the presence of smoke or odors as a violation of this policy.

- **Being under the influence of alcohol or other drugs on campus:** Students who return and are found on campus under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including suspension or expulsion.

- **Prescription Drugs:** All prescription medication for high school residential program students must be housed and dispensed by the program, as detailed below. Students who are found to be sharing, selling, or trading prescription medications on campus, or abusing or misusing their own prescription medications on campus will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the University.

· **Drug Paraphernalia:** Drug paraphernalia, regardless of intended use, is not allowed on campus.

· **Alcohol Containers:** Empty alcohol bottles, cans, bottle tops, and other containers are not allowed on campus, even for decorative purposes.

Students found to be in violation of these policies will be subject to sanctions up to expulsion from the program.

### **Prescription Medications**

All prescription medications to be used by students during the residential boarding program must be registered, maintained, and dispensed by program staff (except topical creams and inhalers). Students will be expected to take these medications as prescribed by their physician. It is the responsibility of all students to report to program staff at the appropriate time in order to take their medication. Refusal to take medication, including not reporting to program staff for proper dispensing, may be met with disciplinary action.

### **Tobacco Products**

It is a violation of California state law for persons under the age of 18 to possess any tobacco product. Students attending the Archbishop Riordan High School Board Program regardless of age will not be permitted to use tobacco products for the duration of the program.

### **Automobiles**

Automobiles and their use are not allowed on campus by participants of the Archbishop Riordan High School Boarding Program. Students with parental permission to arrive on campus using personal transportation will be asked to surrender all keys to the residential staff upon arrival, and park their automobile in a designated area for the duration of the program. Students may also have to pay for a summer parking pass. Students may not return to their automobiles without the permission of the residential staff until the end of the program.

### **Fire Drills and Building Evacuation**

The program staff regularly conducts fire drills and building evacuations as part of its policy regarding health and safety. All occupants of a building whose alarm has been triggered should evacuate the building immediately in an orderly fashion, and meet at the designated "safe area." Such procedures, including directions to the "safe area," will be reviewed and practiced during orientation. Students should remain in the designated "safe area" until the situation has been cleared by local safety authorities.

### **Fire Safety**

Compliance with fire regulations is a necessity in the residence halls. Smoke and heat detectors are only a part of fire safety. While the residence halls are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary:

1. Electrical appliances including, but not limited to: halogen lamps, hot plates, toasters, immersion coils, "George Foreman" type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.

3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations, which are not placed flat against the wall or block or hinder entryways, are not permitted. Inappropriate pictures or posters to be deemed so by the dormitory staff will be confiscated.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Wooden constructions (lofts, overstuffed chairs, etc.) are not permitted.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Fire alarms and extinguishers are critical for safety and must not be tampered with. Students who pull false alarms and/or tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including suspension or expulsion, fines from the Fire Department, and are also be subject to criminal charges.
9. Extension cords under carpets or that multiply the number of electrical appliances used in one outlet without a surge protector is prohibited.

### **Anti-Hazing Policy**

The Archbishop Riordan High School Boarding Program unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. We interpret hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

### **Harassment Policy**

The Archbishop Riordan High School Boarding Program is committed to maintaining a campus environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity, national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment is against program policy and may be illegal under state and federal laws and regulations. The Archbishop Riordan High School Boarding Program defines harassment as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a students sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy. The Archbishop Riordan High School Boarding Program recognizes that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important

element in the “reasonable person” standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Archbishop Riordan High School Boarding Program also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate. This policy is intended to protect all the Archbishop Riordan High School Boarding Program students and applies to the Archbishop Riordan High School Boarding Program students, faculty, administrators and staff. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the program administration, in accordance with the procedures outlined in the Grievance Policies and Procedures below.

**Grievance Process:**

Any student who feels aggrieved, or wronged, by the action of another student or employee at the Archbishop Riordan High School Boarding Program should report their concerns to the residential staff, which will work within the parameters of the administrative process to resolve the grievance.

**Disciplinary Process**

It is expected that all members of our community will conduct themselves responsibly in accordance with the policies and regulations outlined in this handbook. The University and the program, through the disciplinary process will address actions that are inconsistent with the ideals of this community, or are prejudicial to the best interests of Archbishop Riordan High School Boarding Program

Archbishop Riordan High School Boarding Program reserve the right to impose disciplinary sanctions, up to and including expulsion, for violations of school policies or for the commission of illegal acts (on or off campus) or for any action it deems to be detrimental to the students performance, or which would be harmful to the welfare of the Archbishop Riordan High School Boarding Program, or which would disrupt the academic process of the Archbishop Riordan High School Boarding Program

Archbishop Riordan High School Boarding Program reserve the right to address all matters through its disciplinary process, without regard to whether the conduct at issue may also be the subject of criminal charges. Archbishop Riordan High School Boarding Program, and the high school program disciplinary system relies on the standard of proof of a preponderance of the evidence “or more likely than not”. This means that a hearing official or conduct board must believe that there is more than 50% likelihood that the actions or behavior in question did occur. The determination of the appropriate discipline, including expulsion from the Archbishop Riordan High School Boarding Program, shall be in the discretion of the Archbishop Riordan High School Boarding Program administration, or their designees as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

Archbishop Riordan High School and the Archbishop Riordan High School Residential Program may immediately suspend or expel a student who poses a continuing danger to

self, persons or property, or who poses an ongoing threat of disruption to the academic progress of Archbishop Riordan High School or the Archbishop Riordan Residential Program prior to or subsequent to the disciplinary procedures described in this Handbook.

The administration of the Archbishop Riordan High School Residential Program has the ultimate decision-making authority in all matters relating to carrying out the Archbishop Riordan High School Residential Program policies, including matters relating to discipline and expulsion.

### **Administrative Hearing**

Students who are involved in violations of policy will be required to attend an Administrative Hearing typically convened and facilitated by the Archbishop Riordan High School Boarding Program. The outcomes of the hearing may include (but not be limited to) sanctions ranging from warning to expulsion from the program. Parents and/or guardians may be present in an administrative hearing, but may not participate in the hearing itself. Attorneys are not allowed to participate in administrative hearings.

### **General Sanctions**

**Warning** – A reminder to the students of the obligation they accept to adhere to Archbishop Riordan High School Boarding Program policies, procedures or rules annually.

**Probation** - Official notification that any further violations of Archbishop Riordan High School Boarding Program policies may result in dismissal from the program.

**Suspension and Expulsion** - A student is required to leave the program immediately. They may or may not be permitted to return to the campus in the future.

### **Sanction Examples**

Examples of behavior that would likely result in disciplinary action up to dismissal from the program, include, but are not limited to:

1. Possessing, consuming, being under the influence of, or distributing:
  - Alcohol
  - Alcohol containers
  - Illegal drugs
  - Weapons
  - Drug paraphernalia
  - Fireworks
  - Medications that have not been prescribed to the individual. Riding in unauthorized vehicles without staff permission.
2. Leaving the campus without authorization, or being in an unauthorized location on campus.
3. Being absent without prior approval from class or other events where attendance is required.
4. Stealing, or deliberately damaging any buildings, furnishings, personal possessions of other students, or other property.

5. Engaging in academic dishonesty, such as cheating or plagiarism.
6. Engaging in any act that is considered unlawful in the State of California or the United States of America (including but not limited to, theft, assault, destruction of property, etc.).
7. Engaging in acts of a sexual nature that may be deemed inappropriate or offensive.
8. Verbal or physical harassment of students or staff. Examples of harassment can include, but are not limited to: derogatory comments, epithets or other behaviors, demeaning comments prohibited by the school's policy against harassment, and/or comments or behavior that create an intimidating, hostile or dangerous living, learning or working environment through words or actions.
9. Not observing the program curfews. (Note: program curfews are posted in the residence halls and are subject to change at the discretion of the Archbishop Riordan High School Boarding Program.
10. Not abiding by the general policies of the program.

**Other Relevant Policies, Regulations, and Directives**

All members of the Archbishop Riordan High School Boarding Program are subject to all other relevant policies, regulations, directives, etc, including the Archbishop Riordan High School Student Handbook.

**Archbishop Riordan High School  
Residential Program  
Student Handbook  
2011-2012**

This signed form is an acknowledgement by the student and his parents that they have read and agreed to adhere to all policies and procedures in the Residential Program Student Handbook.

This form must be sent or emailed to the school no later than **Friday, July 29, 2011**. *This form will be kept in each student's file. Failure to return this form in a timely manner or with the proper signatures will jeopardize your son's status as an ARHS student.*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
HR

We have read the policies, regulations, and procedures in the Archbishop Riordan High School Residential Program Student Handbook and discussed them with our son. Our son accepts that he is at all times considered an ARHS student and agrees to adhere to the policies, regulations, and procedures stated in the Residential Program Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Father/Guardian Signature

**STUDENT-PARENT PERMISSION/WAIVER**

- Yes, we give our permission to use our son's photograph on the school's website and other publications.
- No, we do not give our permission to use our son's photograph on the school's website or any other publications.