

Archbishop Riordan High School

Student-Parent Handbook



2011-2012

MISSION STATEMENT

Archbishop Riordan High School, an Archdiocesan Catholic High School in the Marianist tradition, prepares young men of the Bay Area for leadership through its inclusive college preparatory curriculum. Archbishop Riordan emphasizes formation in faith and dedicates itself to community service and justice. In a diverse family environment, the school encourages its students to develop their individuality through academics, athletics, and the arts.

ALMA MATER

Sing from the top of the mountain
Of Riordan's hallowed name.
Ring through the soft, green valley
Our Alma Mater's fame.

Chorus:

Our purple is our loyalty
Our gold is tried and true.
All hail to Riordan High School,
Hail, Alma Mater, Hail Alma Mater,
Hail, all hail to you.

—*Br. Carl Spooner, S.M.*

1949

RIORDAN FIGHT SONG

Fight for the purple,
Fight for the gold,
Fight on Crusaders loyal and bold!
Unfold our banner, Hold it on high,
Let our colors wave through the sky!
Make sure that San Francisco
shall see,
Old Riordan High School's
pep and esprit,
All loyal rooters shout it with glee
On to victory!

THE MARIANIST DOXOLOGY

May the Father, the Son, and the Holy Spirit
be glorified in all places
through the Immaculate Virgin Mary
Amen

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IMPORTANT TELEPHONE NUMBERS

Archbishop Riordan High School	(415) 586-8200
Admissions Office	(415) 586-1256
Attendance Office	(415) 586-8200 extension 250
Finance Office	(415) 586-8200 extension 227
Athletic Office	(415) 586-8495
Coaches' Office	(415) 586-8496
Theatre	(415) 587-5866
Development Office	(415) 586-9190
Alumni Office	(415) 586-9179
FAX	(415) 587-1310

***Text in shaded background indicates modification from previous handbook**

SCHOOL PHILOSOPHY AND MISSION

Philosophy

Archbishop Riordan High School is a Catholic high school for boys, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary (Marianists), in collaboration with dedicated laymen and women. Archbishop Riordan reflects the cultural heritage of the ethnic groups of the City of San Francisco and its adjacent communities. The school provides a college preparatory curriculum that respects integrity of each individual as a unique human being and is committed to the admission of students of varying abilities

In the spirit of the Marianist tradition of education, Archbishop Riordan High School is an academic institution that:

- Provides an integral, quality education by engaging its students in a process of education
- Promotes each student's personal growth and development in the intellectual, spiritual, social and physical aspects of life.
- Seeks to create a "family-like" environment that cultivates interpersonal relationships.
- Fosters relationships characterized by Marian traits of openness, respect, integrity, hospitality, friendship and graciousness.
- Establishes collaborative structures empowering various constituencies of the school community to work together.
- Seeks to prepare students to be citizens of the world who will shape a hope-filled future and respect differences.

The school community appreciates and embraces diversity, develops critical thinking skills in the search for truth. We seek to form students in the Marianist tradition of service, justice and peace by insisting that they be critically reflective of societal injustices. Based on Gospel values, Church teachings and our Marianist tradition, students are encouraged to be active participants in personal and social change. As a single gender school for young men, Archbishop Riordan is dedicated to providing an environment that both challenges and nurtures its students during their high school years.

Archbishop Riordan High School, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, and national or ethnic origin in the administration of our educational policies, scholarship and financial aid programs, athletic or other school administered programs.

ADMINISTRATION AND STAFF

As a Catholic school, ARHS sets a high standard of professionalism for our faculty and staff beyond academic excellence. ARHS actively encourages the professional development of its faculty. Continuing post-graduate education, professional workshops and seminars, teacher observations and faculty meetings are methods by which our faculty becomes better teachers. In order to generate a deeper understanding of the social and spiritual needs of our students, our faculty is expected to

model a Christian lifestyle. They also assume extracurricular and coaching responsibilities that place them in direct contact with the students outside the realm of academics.

Administrative Team

President	Mr. Patrick Daly
Principal	Mr. Kevin Asbra
Dean of Academics	Mrs. Colleen Eagleson
Dean of Students	Mr. Miguel Martinez

Directors and Coordinators

Director of Admissions	Mr. Derek Tate
Director of Finances	Mrs. Roxanne Kovacich
Director of Athletics	Mr. Peter Russell
Director of Campus Ministry/Christian Service	Mr. Alex Datoc
Plant/Facilities Manager	Mr. Scott Rea
Director of the Resource Specialist Program	Mr. Nate Simon
Student Activities Coordinator	Mr. Jeff Isola

TUITION AND FINANCIAL POLICIES

The ARHS Finance Office is open from 7:30 am to 3:30 pm. With the exception of Payment Plan C (Direct Debit), tuition payments should be made using the return envelope provided with your tuition statement. Please note that your payment is sent directly to a lock box at Bank of America. CASH (Currency) tuition payments are **NOT ACCEPTED** at the ARHS Finance Office. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

Tuition Policy

- Tuition payments must be paid by the due date.
- Direct Debit is mandated if families select the ten-payment plan. Payments are automatically debited on the 17th of each month.
- Students will not be permitted to start classes if tuition is outstanding at the beginning of the semester.
- Students may be prohibited from attending classes if tuition accounts are not current.
- Delinquent accounts may be referred to an outside collection agency.

Checks returned unpaid from the bank are charged a \$21 processing fee.

THE ACADEMIC PROGRAM

Archbishop Riordan's curriculum serves the needs of all its students. At the program's core is a commitment to a rigorous and challenging liberal education designed to develop a student's understanding of the key topics and issues in each academic discipline. Students are trained to think critically, express themselves clearly, and identify the overlapping themes among the disciplines. While the curriculum offers a great breadth and identifies essential questions, it is also designed to

hone academic skills in each student. The program encourages - indeed, insists - that students take a hands-on, active approach to their own education and that they apply learning to real-life situations.

The 4x4 Block Schedule

Archbishop Riordan utilizes an “intensive block” schedule commonly known as the 4x4 schedule. The school year is split into two terms, Fall and Spring, with students taking four separate courses per term. Each class lasts eighty minutes, thus providing sufficient time for students and teachers to delve more deeply and actively into topics and activities. This emphasis on depth promotes greater understanding of skills, concepts, and ideas than the traditional fifty-minute period allows. Additionally, ARHS teachers encourage active participation of students in their own learning. Also, the 4x4 allows ARHS students to take eight courses per year rather than six, as the norm in the traditional school schedules. Therefore, over a four-year career ARHS students will be able to take eight more classes than students in schools with traditional schedules.

Graduation Requirements

English	5 courses/50 credits
Social Science	6 courses/50 credits (2 quarter/5 credit courses)
Theology	4 courses/40 credits
Mathematics	4 courses/40 credits
Laboratory Science	3 courses/30 credits
Modern Languages	2 courses/20 credits
Visual and Performing Arts	1 course/10 credits
Physical Education	1 course/10 credits
Electives	8 courses/80 credits

Credits for Graduation: 320

Christian Community Service Requirement: 100 hours

Seniors must pass all courses in the senior year in order to receive their diplomas.

The University of California A-G Requirements

The University of California sets the high school course requirement for applying to the University of California’s nine campuses. They are called the A-G course requirements. These requirements are also mandated by the California State College System and meet the course guidelines for all private schools in California. The A-G course requirements are listed below:

A--History/Social Science: Two years required (all courses listed below); three recommended

World History or Regional History
US History
American Government

B--English: Four years of college preparatory English

C--Mathematics: Three years of college preparatory mathematics; four years recommended

D--Laboratory Science: Two years of laboratory science in the following fields; three years recommended:

Biological sciences
Chemistry
Physics

E--Foreign Language: Two years of the same foreign language; three years recommended

F--Visual & Performing Arts - One year, including dance, drama/theater, music, and/or visual art

G--College Preparatory Elective - In addition to those courses required in "A-F" above, one additional year (two semesters) of college preparatory electives are required, chosen from visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

Archbishop Riordan's college preparatory graduation requirements exceed the A-G list.

Advanced Placement (AP)

Archbishop Riordan offers Advanced Placement courses to qualified students in the junior and senior years. These courses culminate in May of each year with the AP exam which when completed successfully can confer advanced standing and actual credit toward the baccalaureate degrees at over 1,500 colleges and universities. Some courses are not offered every year. The Advanced Placement courses offered are:

Calculus AB	European History
Calculus BC	Physics C (Mechanics)
Chemistry	Spanish Language
Economics (Micro and Macro)	Statistics
English Language and Composition	U.S. Government and Politics
English Literature and Composition	U.S. History
Environmental Science	World History

All students enrolled in an AP course are expected to take the exam in May. A teacher may recommend a student not take the exam. All students enrolled in AP courses in either semester are required to attend review sessions offered by individual AP teachers. However, each individual teacher may be flexible with this requirement for students who receive an A in the course.

Valedictorian

Based on G.P.A. and the rigor of the academic program over all four years, up to five top seniors are selected as Valedictorians. To be eligible, a student must be enrolled at ARHS for a minimum of two

academic years and must have demonstrated high academic ethics and a respect for the school disciplinary philosophy. Any student who has violated the Academic Honor Code or committed a serious infraction of the school disciplinary policies may be deemed ineligible to be considered a Valedictorian.

One of the valedictorians will represent the group as the speaker on graduation day. All five have the option of writing and presenting a short speech to a committee comprised of the other nominees and representatives from the Academic Council and Administration. All five valedictorians lead their class in the graduation procession and are recognized during the ceremony and presented with a medal of honor.

Summer Reading Program

All students must take part in the Summer Reading Program. Assessments are administered during first week of class and count toward final grades in assigned courses.

Personal Study

Classroom effort is a large part of learning, but a student's class work is only as good as his homework. Written homework is only a small part of the learning process; far more important for success are the reading of materials and continual review. Most students will need up to three hours of undistracted time for homework each day in order to maintain an acceptable scholastic average.

XL Program

Seniors are able to participate in the Accelerated High School Program at City College of San Francisco provided they meet the requirements. The Senior Counselor and the Dean of Academics must give prior permission.

Transcripts

For current students, transcripts are free of charge. Parental permission is required to release records for any student under eighteen years of age. The fee for alumni is five dollars for each request.

Report Cards

Archbishop Riordan's grade-point values are as follows:

A	4.0	Outstanding achievement & mastery of skills and concepts
B	3.0	Very good understanding of skills & concepts
C	2.0	Adequate Understanding of skills & concepts
D	1.0	Inadequate/uneven exhibition of skills & concepts
F	0.0	Failure to exhibit understanding of skills & concepts or an
		<u>administrative F is given to a student commits two or more Type II offenses, a Type III honor code offense (see Academic Ethics) or who does not successfully challenge a course due to excessive absences.</u>

Note: The grade of F (Failure) will be given whenever a student fails to meet the minimum objectives of the course. All F grades should be made up in order to continue as a student at ARHS (see Grade Repair Policy on page 7). Archbishop Riordan High School reports to parents quarterly by means of a mailed report card. Additionally, PowerSchool is always available (see subsequent section on PowerSchool). There is a thirty-day statute of limitations for grade corrections.

Grade Repair Policy

Students who receive an F for a course must repair this grade through one of the options:

Option 1: Repeat the course in a succeeding semester or academic year at ARHS.

Option 2: Repeat the course through an approved summer school program.

Option 3: Repeat the course through an approved on-line program.

Students who receive a D are strongly encouraged to repair the grade using the options listed above. Colleges and universities generally require students to repair “D’s” to be eligible for admittance.

For additional information, please see the school’s website under Guidance and Counseling.

NOTE: If a student is enrolled in a non-ARHS course to repair a D or F, it is the student’s responsibility to submit a copy of his transcripts to the Registrar.

PowerSchool

Parents and students have access to grades and attendance through PowerSchool. This system allows for instant notification of student progress and attendance. It is our expectation that parents will check on their son’s academic progress and attendance on a regular basis.

Midterm and Final Examinations

Midterm examinations are given prior to the end of each semester’s quarterly grading period. For five-credit classes, the final exam is administered at the end of the quarter. Final examinations are given at the conclusion of each semester. These examinations must be taken at the designated times as posted by the Dean of Academics. Late examinations will be given only to students whose absences have been excused. An excused absence is defined as medical illness or any emergency, and must be verified with a note from a doctor and/or permission from the Dean of Academics. Students must take late examinations at the prescribed test time. If a student does not follow this procedure, he forfeits his right to take the examination and receives a failing grade for the examination.

Dead Week

The week before midterm and final examinations is officially designated as Dead Week. During Dead Week, every attempt is made to eliminate unnecessary interruptions in class instruction. Consequently, there will be minimal changes in the normal school schedule; athletic team practices

and student activities will be kept to a minimum, and early dismissals from school will be limited to those teams involved in **co-curricular and athletic** competitions.

Policy Regarding Schedule Changes

Schedule Change Request Procedures

If you feel you need to make a change in your class schedule:

- 1) Get a blue “Schedule Change Request” form from the Dean of Academics’s office.
- 2) Fill it out completely.
- 3) If there is a MISTAKE, fill out the top part only.
- 4) For any other reason, the entire form needs to be filled out.
 - a. Write down the course you wish to drop AND the reason WHY
 - b. Write down the course you’d like to take instead AND WHY. You MUST look on the wall outside of the Dean of Academics’s office at the course lists and MAKE SURE the class is still open (if there is a red line through it, it is full). It also must be during the SAME block as the class you want to drop.
 - c. If the course you’re requesting was not one of your original course requests, you need to have the form signed by a parent/guardian.
 - d. If you want to add an AP or honors course, Department Chair approval is required.
- 5) Bring the completed form to the Dean of Academics’s office.

Note: Schedule change requests will no longer be considered two weeks after the start of a semester.

Academic Probation

A student whose GPA falls below a 2.0 for any quarter grading period is placed on Academic Probation until the next grade report is posted. If a student does not achieve a GPA of 2.0 or higher on the next grade-reporting period, he will be placed on Academic Ineligibility.

Academic Ineligibility

A student whose GPA remains below a 2.0 for two consecutive grading periods will be placed on Academic Ineligibility until the next grade reporting period. When placed on this status a student may not participate or attend any school-sponsored activity (except retreats). This condition also extends to any event in which Archbishop Riordan is involved. This includes attending or participating in games, dances, clubs, holding student-body or class offices, or representing the school in any fashion. Any infraction of the conditions of ineligibility may result in dismissal. Upon satisfactorily completing of the term of ineligibility, the student’s rights and privileges as a student of Archbishop Riordan High School will be fully restored.

Academic Dismissal

Students whose grades indicate their inability or unwillingness to meet ARHS minimum academic standards will be reviewed by the Administration and may be dismissed. **There is no appeal for academic dismissal.**

Academic reviews are conducted at the end of each semester. Parents should consider PowerSchool information, Report Cards, Academic Probation and Academic Ineligibility letters as adequate warning that their son is liable for dismissal. Parents will be notified as soon as possible and will be asked to withdraw their sons immediately. Please note that in the case of first semester dismissals, the window of notification is narrow due to the Christmas Vacation. The following are the circumstances under which a student will be reviewed for academic dismissals:

- Multiple Term Failures
- Two semesters below a 2.0 (do not have to be consecutive)
- Cumulative GPA remains below 2.0 for two semesters.

Graduation and Baccalaureate Expectations

The Baccalaureate Mass and Graduation ceremony are the formal culmination of four years of diligent study and effort. In preparation for this celebration, all seniors are required to attend all graduation rehearsals in the week preceding graduation day as well as the Baccalaureate Mass. Students who do not attend Baccalaureate Mass will not be allowed to participate in the graduation ceremony. Further, every senior

- is required to be clean-shaven and neatly groomed, following the school grooming code
- is to be dressed in a white dress shirt, tie, black, navy or charcoal gray slacks, and brown or black polished dress shoes with matching socks, along with their graduation gown for the Baccalaureate Mass and graduation ceremony
- is expected to cooperate with all teachers and administrators throughout the graduation practices and ceremonies.

Any senior who violates any of the above rules will not be allowed to participate in the graduation ceremony. Any senior whose behavior during the graduation ceremonies is unsatisfactory will have his diploma withheld from him until the student is disciplined to the satisfaction of the administration.

Academic Ethics

Every student who registers at Archbishop Riordan High School is expected to comply with the Honor Code. The Honor Code provides an explicit standard of academic honesty and integrity for every member of the school community. Academic honesty is expected for all assignments, whether single night homework assignments, quizzes, tests, multi-day assignments, projects, or exams. Violations of the Honor Code and its consequences are as follows:

Offenses can include but are not limited to:

1. Copying or downloading another student's work.
2. Giving or receiving unauthorized aid.
(Unauthorized aid can include "cheat sheets" or notes not allowed by the teacher or communicating answers to another student.)
3. Using an electronic device to transmit information or as an unauthorized aid.
(Electronic devices can include but are not limited to computers, iPads, iPods, cell phones, graphing calculators, digital translators, or cameras.)
4. Plagiarizing any part of published or online materials including internet sites.
(Plagiarism is the use of material composed by others and passed as one's own, regardless of the source of the material.)

Honor Code Violations and related consequences are progressive and continuous while a student is at Archbishop Riordan High School.

In all cases, a teacher may enter a zero for all or part of the assignment. When multiple students have contributed to the assignment, for example a group project, students may be dealt with individually, or as a group, as determined by the teacher and the Dean of Academics.

Consequences are assigned based on the severity of the offense. Single night homework assignments, quizzes, tests, multi-day assignments or projects, and exams for example, will be assigned difference consequences. Students who have violated the Honor Code multiple times will receive more severe consequences.

Consequences can include but are not limited to:

- a. A single detention
- b. Multiple detentions
- c. An F for the grading period
- d. Dismissal from Archbishop Riordan High School

In all cases of Honor Code Violations, students will be called to the Academics Office to discuss the violation. Paperwork will be forwarded to the student's parents, counselor, and the teacher. Paperwork will remain on file until the student graduates.

CHRISTIAN SERVICE LEARNING REQUIREMENT

Archbishop Riordan High School believes that Christian Service Learning (CSL), when implemented into classroom education, develops the student and prepares him to meet the challenges facing him in a culturally diverse society. CSL encourages the student to assist the poor and disadvantaged. It will also encourage commitment, responsibility and a dedication to the Gospel value of service.

Students at Archbishop Riordan High School must complete 100 hours of CSL to earn a diploma.

This program is to be completed during non-school hours in a non-profit agency, under the guidelines established by the CSL Director. Students who do not complete 100 hours will not receive a diploma. Freshmen will receive a CSL Guide, outlining the program. Important program aspects include:

- One hundred CSL hours must be completed by the student’s first day of senior year. Failure to do so will result in academic ineligibility.
- For the class of 2014 and 2015 at least 50 hours must be S.H.E.D. (working directly with the Sick, Homeless, Elderly or disabled).
- For the classes of 2012 and 2013, at least 25 of the 100 hours must be S.H.E.D Hours.
- All CSL hours must be properly documented and submitted to the CSL Director within 6 months of completing the service.
- Students are required to present a verbal and written report about their service during their junior religion courses. This presentation will be at least 5% of their junior religion grade.
- Students should check their class CSL Guide for specific deadlines.
- **Students who do not meet the yearly progress requirements will be placed on Ineligibility.**

FROSH MARIANIST REQUIREMENT

Archbishop Riordan High School has a frosh activity requirement; its goal is to instill the value and practice of the Marianist philosophy of educating the **whole person**. Therefore it is the responsibility of each freshman to commit himself to participation either in sports, clubs, drama, or any other extra-curricular or co-curricular school activity at Archbishop Riordan High School. The Freshmen counselor is responsible for the oversight and enforcement of the Frosh Marianist Program with the active support of the school’s faculty and administration.

Students must gain five points to fulfill the Frosh Marianist Requirement Point in the following ways:

Competing in a sport	2 points (for each sport)
Involvement in a drama production	2 points (for each production)
Student Council	2 points
4.0 semester grade	2 points
Active participation in a club	1 point (for each club)
20 hours of community service	1 point (for each 20 hours)
3.5 semester GPA	1 point
Frosh Retreat	1 point
Frosh Olympics Participation	1 point

Any freshmen attaining ten points will receive a special Marianist plaque and award.

ATTENDANCE PROCEDURES

Valid reasons for absence include illness and medical/dental appointments. Although there are other reasons for absence that are justifiable, it is the responsibility of the parents (Ed. Code 12452, 12154) to keep their children in school every day possible. The school reserves the right to judge the validity of “other” absences. Falsifying phone calls, notes, forging a parent’s name or altering a note in any way is a serious violation of school rules and are grounds for school suspension. Students must be

present in school for at least two full academic class periods in order to participate in/or attend any after school co-curricular and extra-curricular activity (this includes, games, dances, and other events).

Full/Partial Day Absences

If the student is to be absent for part or all of the school day, a parent/guardian must call the Attendance Office **BEFORE 9:00AM EACH DAY** of absence and provide the following information to the Attendance Office:

- Student's name and grade
- Reason for absence
- Relationship to student of person calling
- Parent's phone number should confirmation be necessary

A note signed by the parent or guardian with the same information is required upon the student's return to school. If the student is at a medical/dental appointment, the school must receive a note on official letterhead from the medical provider. Notes will not be accepted after seven calendar days. Unverified absences will be considered truancy.

When students miss class for any reason, they invariably suffer academically. Students who miss class are responsible to make up work according to their teacher's classroom policies. All absences are calculated on a per class basis. There are two main classifications of absences:

School-related: missing class and/or school for school sponsored activities, including: fieldtrips, retreats, guidance appointments, athletics, drama and music performances. Upper division students are allowed to miss three school days for college visits, if it has been approved by their counselor and the Dean of Academics. A student unable to maintain satisfactory grades, remain current in his classes, or who accumulates a high number of absences will be required to curtail his participation in activities.

Parent-excused: illness-related or personal business with a parent note. Vacation requests during the academic year are discouraged and must be approved by the Dean of Academics. PowerSchool should be used to regularly check a student's absence record. **All parent-excused absences will count toward absence total.** It is the responsibility of the student and his parents/guardians to be aware of the total absence record.

Excessive Absences

Consequences for excessive absences (non school-related) are as follows:

- Ten Absences: When a student accumulates 10 non-school related absences, he will be required to challenge the course. This means he must earn a C- or better on the final examination or he will automatically fail the class.

Note: For quarter-length courses, five absences will result in a challenge

Extended Illness Clause

If a student misses three or more consecutive days of school, he must present a written verification from a doctor immediately upon his return to school.

Student Employment

No student may begin employment prior to the conclusion of the school day. Work permits are available from the President's Administrative Assistant, Mrs. McDonald.

Parents Who Are Out of Town

Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son during this time.

Off-Campus Permits

Once a student is on campus, the student may not leave campus for any reason without an approved Off-Campus Permit. Only the Attendance Office will issue Off-Campus permits with valid, written notification from a parent/guardian. The following information **MUST** be on the written request for an Off-Campus permit.

- Date
- Student's name and grade
- Nature of the appointment
- Departure time
- Return time (if applicable)
- Valid parent/guardian signature

Students should secure an Off-Campus permit **BEFORE** school begins and show their teacher this Permit **BEFORE** class begins. If circumstances dictate an unscheduled off-campus situation, the parent/guardian must come to the school and show appropriate identification in order to have the student released. ARHS will release students only to those parent/guardians or other adults whose names appear on the Student Emergency Card. The school discourages the scheduling of appointments **DURING** the school day. The use of Off-Campus privileges should be kept to a minimum and used only when absolutely necessary.

Student Health

Students who become ill during the school day should report to the Attendance Secretary, who will inform a parent/guardian that the student is to be released. Students released early because of illness must turn in all due homework before going home. The School Administration should be made aware of any medical, physical, or emotional problem of a student that may, in any way, affect his performance in school or school activities. If a student is using medication prescribed by a doctor, parents must alert the Dean of Students in advance. The completion of the Physician's Statement

regarding administration of medicine by school personnel will be required.

Re-admittance Procedure

On the day a student returns from an absence he must present a written note to the Attendance Office **BEFORE** school begins. The note must contain **ALL** of the following information:

- Student's full name and grade
- Date(s) of absence
- Reason for absence
- Parent/guardian full name printed
- Valid parent/guardian signature (Valid signature is defined as those found on student emergency card)

For a partial day absence, a student is to report to the Attendance Office with a note upon arrival at school **BEFORE** attending classes. A Re-admit Slip will be issued to reflect the information the student presents upon return. This slip must be presented to the **FIRST BLOCK** teacher. A note from a Medical/Dental appointment is required, along with the note from a parent/guardian.

Truancy

Truancy is defined as an "unexcused absence" from school without the prior knowledge and consent of parent/guardian and ARHS authorities, for part or all of any school day. Failure to clear an absence (provide verification of excuse for absence) upon student's return to school may also result in a truancy violation. Any student found to be truant is liable for suspension. Repeated truancy will be grounds for dismissal.

Class Tardy

Class tardy is defined as not being in the classroom when the late bell sounds. A student who is tardy to a class should report directly to that class. If a student is late to block one, or to the block after lunch, he will receive one detention. If a student arrives to class more than 10 minutes late, the student must report directly to the Attendance Office to get a tardy pass. Students who arrive to class **more than 10 minutes late** will receive a **tardy cut**. Students will receive two detentions for each tardy cut and when a student has received a total of three tardy cuts in any one class per semester he will receive a conduct grade of "U" from the Dean.

Consequences for Excessive Tardiness

- Parents of students, who accumulate **4 tardies per semester**, including tardies to classes during the school day, will receive a letter notifying them of their son's failure to honor the school's bell schedule.
- Students who accumulate **4-7 tardies in one quarter** will receive an N in conduct from the Dean.
- Students who accumulate **8 tardies per semester** will be suspended for one day.
- Students who accumulate **8 or more tardies in one quarter** will receive a U in conduct from the Dean.

- Students who accumulate **12 tardies** per semester will be suspended for two days and could be placed on Disciplinary Probation; parents may also be required to attend a meeting with the counselor and/or Dean before the student is allowed to return to class.
- Students who accumulate **16 or more tardies per semester** will be liable for dismissal.

Students are allowed three excused tardies per semester at the discretion of the Attendance Secretary in consultation with the Dean. In order for a tardy to be excused, a parent note must be provided within 24 hours of the tardy. All tardies beyond the three will be unexcused. Late carpools, transportation and parking problems are not excused.

PARENT DROP-OFF AND PICK-UP

For safety reasons, and to avoid further traffic congestion, students can only be dropped off or picked up in the back parking lot of the building.

Any student dropped off or picked up in front of ARHS (on either side of Phelan Avenue) will be assigned a detention.

STANDARDS OF STUDENT CONDUCT

Discipline Philosophy

The philosophy of the Archbishop Riordan High School Dean's Office is to provide a Catholic environment that is conducive to learning – to educate the whole person, in accordance to the Characteristics of Marianist Education. Disciplined behavior and respect are the foundation of academic achievement and moral development. Thus, the ARHS discipline code is in place to allow each student to live to his potential as a member of the school's community. The rules and regulations are based on Christian principles of morality and the Characteristics of Marianist Education. ARHS recognizes the parent/guardian as the primary educator, especially in terms of student behavior and moral development. The cooperation and support of the parents/guardians is fundamental to ensuring the success of the young men at ARHS. The school will, therefore, communicate with parents/guardians when necessary. Student behavior must be consistent with school expectations. Any behavior that is not consistent with the mission and philosophy of ARHS is unacceptable and may warrant consequences.

The responsibility for implementing the ARHS' discipline code has been delegated to the Dean of Students. The Dean, or his designee, reserves the right to initiate an investigation when he has reasonable suspicion that there has been a violation of the school's discipline code or it is imminent. The administration also maintains the right to discipline a student when, in its sole discretion, a student's behavior is contrary to the school's mission, philosophy or discipline code.

In order for intellectual, social and spiritual growth to flourish, each student at ARHS is expected to exert a high degree of self-discipline. Specifically, each member of the student body is expected:

- To be respectful, polite, and courteous to all persons in positions of responsibility and authority
- To respect the dignity, rights, and freedoms of fellow students

- To recognize, honor and respect the ethnic, cultural and racial diversity of the student body
- To respect the property of others and the school
- To be attentive, responsive, and courteous in assemblies, rallies, and meetings
- To be sensitive and responsive to those less fortunate and in need
- To actively contribute to the learning process and the academic environment necessary for it
- To follow the rules and norms in the classroom as set forth by each teacher
- To be punctual to all classes, including homeroom and meetings
- To conduct himself in such a manner as to positively reflect on himself, his family, and Archbishop Riordan High School at all times in all situations (both during the school day and outside of school)

School Jurisdiction

ARHS has total jurisdiction concerning conduct and behavior in school, on school property, at all school-sponsored events and activities, as well as on the way to and from school. Furthermore, a student's conduct at any time (including weekends), even away from school and school-related activities, reflects upon ARHS and may affect his standing as a member of the ARHS community.

Code of Christian Conduct for Students and Parents

The students' interest in receiving a quality, morally based education can only be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary to require parents/guardians to withdraw their son. It shall be a condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school, included, but not limited to the following:

- Parents/ guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of parent/guardian's privilege to come on campus grounds and/or participate in school activities, volunteer work, etc.) In instances of extreme behavior by a parent or guardian their child may be liable for immediate dismissal.

Dress and Grooming Code

An important goal of the school dress code is to teach students that in the larger arena of life, people draw personal and professional conclusions from one's attire and grooming. As representatives of ARHS, student appearance reflects upon the image and good name of the school. Any attire, adornment, or personal grooming that detracts from or disrupts the learning environment is prohibited. Ever-changing styles of clothing and grooming, the different values of parents and students, and individuals' interpretations of what is acceptable school dress, make judgment in such matters subjective. Parents and guardians who send their sons to ARHS, and students who choose the ARHS experience, accept the judgment of the Administration as final in matters of dress and appearance at school. Since the parent is the primary educator of the student, it is strictly the parents' responsibility to ensure that their son is in correct dress code on a daily basis while on the campus of ARHS and at school functions. In all instances, the school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. It is the right and responsibility of the faculty to enforce the dress code.

Demerits are issued for dress and grooming code infractions. In the event that a student regularly violates the dress and/or grooming code, the Dean may begin to assign detentions in lieu of demerits. The Dean may also require a student to go home to change and each class block missed will be counted as a cut.

Wardrobe

All students must attend school wearing a shirt, pants, belt, socks, and shoes. All shirts and pants must fit properly and shirts must be tucked in at all times. Students wearing oversized clothing will be sent home. Students are encouraged to purchase uniforms through our vendors: **Dennis Uniform, Simply Uniform** or **ARHS Prep Shop**.

Shirts

- Polo-type shirts (long or short-sleeved) in black, white, navy blue, grey, purple or any polo purchased from the prep shop.
- Oxford-cloth white dress shirt.
- Riordan activity or athletic collared shirts.
- On Friday's, students will be allowed to wear ARHS t-shirts that are **designated by the administration**.

Undershirts

Only white, gray, or black, short- or long-sleeved undershirts may be worn UNDER the uniform shirt. Writing on tee shirts may not be visible through the uniform shirt. Thermal or sleeveless undershirts are NOT permitted.

Pants

Pants and shorts may not be oversized, baggy, rolled, torn or non-hemmed. Pants must be worn at the natural waist and in good repair. Only khaki pants or walking shorts are acceptable. **No cargo type pants or shorts are permitted. Khaki colored jeans are NOT permitted.**

Belts

All students are required to wear a belt. Belts of excessive length or inappropriate style and large belt buckles may not be worn.

Shoes and Socks

Formal, casual, or tennis shoes that are clean, unaltered, and in good repair are acceptable. Work boots, military shoes or boots, sandals and slippers are **not** allowed. Socks must always be worn and be visible.

Jackets

Only ARHS jackets and coats are to be worn on campus during the school day. However, ARHS jackets and coats must be free from inscriptions, patches, embroidery or drawings other than those specifically permitted by the school. At 7:40, when the first bell of the day rings, all non-ARHS outerwear **MUST** be put away in students' lockers. If it is still being worn after the bell, it will be confiscated and brought to the Dean's Office.

Sweaters and Sweatshirts

- Sweaters and sweater vests may **NOT** be oversized, baggy, or torn. They must be free of any images, text and logos.
- **Only ARHS logo sweatshirts are allowed.** A uniform shirt must be worn under a sweater or sweatshirt **AT ALL TIMES.**

Accessories

- No earrings or posts of any kind may be worn in any part of the body.
- Hats, bandannas, headbands, hairnets, or any like adornments are not to be worn in any part of the building at any time.
- Jewelry deemed inappropriate is liable for confiscation. Dangling chains or chains used for key chains are also liable for confiscation.
- Tattoos or other markings, temporary or permanent may not be visible.

Backpacks/Bags

Writing, drawing, slashing, and patches are not permitted. Students may neatly print their name and/or school name on their bag. The Dean may confiscate any items inappropriately marked and consequences will be assigned.

Grooming

All students must be **clean-shaven at all times.** Sideburns may not extend beyond the bottom of the ear. Students may be asked to shave while at school. A **\$2 fine** will be assessed. Failure to comply with such request makes a student liable for suspension. Students are only permitted to use the razor provided by the dean's office, or if a student cannot use the razor provided (due to skin irritation,

etc.), he will be **sent home to shave** before he can attend any classes. Any class missed will be considered cuts.

Hair

- Hair may not exceed 2 inches in length
- Hair must be **CUT TO**: the bottom of the ear on sides, above the eyebrow in front, and above the collar in the back.
- Ponytails, mohawks (and modified mohawks) are forbidden (even if hair is braided).
- Shaved lines or designs are forbidden.
- **DYED HAIR OF ANY COLOR IS FORBIDDEN.**
- Unbecoming, bizarre or distracting hairstyles are considered to be inappropriate and therefore will not be permitted. It is expected that hair will be kept neat and clean at all times.
- Students may “cornrow” their hair provided that the braids remain close-cropped to the scalp and do not extend past mid-ear and the nape of the neck. No bands are allowed to circumvent the hair policy.

Formal Dress Days

Certain designated school days require students to dress formally. On these days, students must wear:

- An Oxford-cloth white dress shirt.
- An ARHS logo tie.
- ARHS white V-neck sweater.
- **Khaki** full-length school pants (no shorts).
- belt
- Black or brown leather dress shoes with **dark socks**. No boots or casual shoes allowed.

Students who are in violation of the formal dress requirement will be assigned a Saturday detention.

The Administration is the final judge of what is neat, clean, and appropriate. Students who come to school with an objectionable haircut or out of dress will not be allowed to attend class until the hair or dress violation is remedied. Violators may be sent home to remedy the violation. Each class missed will be treated as a class cut. If a student persists in violating the dress and grooming code, he will be suspended from school.

Confiscated Clothing Items

Clothing items that do not meet dress code guidelines may be confiscated. They will be returned to the student at the end of each day and after a \$1 fee is paid. For multiple violations, confiscated items will be held for up to one week and the fee will be increased incrementally. All unclaimed items will be donated to charity at the end of each semester.

Classroom Conduct

Each student is expected to do his part in participating in classroom exercises, lessons and discussions. Furthermore, he is expected to contribute positively to the classroom-learning environment and to facilitate classroom management and discipline. Teachers will handle minor discipline problems with the full support of the Dean. Any major offense, or excessive minor offenses, will be referred to the Dean.

General Classroom Guidelines

The following are general classroom guidelines, and consequences, for all students (each teacher has his/her own variation of these guidelines):

- Be in your assigned seat with all your materials when the bell rings. You may not leave your seat at any time without permission from your teacher.
- Maintain silence so others can listen and learn. Raise your hand for permission to speak, always keeping comments positive and topic related.
- Keep your hands to yourself at all times.
- No food, drinks, or gum allowed in classrooms at any time.
- Respect school property and the property of others.

Consequences

Please refer to the teacher's syllabus to see each teacher's consequences. Below are some of the common consequences for disruptive behavior.

- Warning
- 10+ Minute teacher detention after school
- 20+ minute teacher detention after school. Notification of the student's behavior communicated to parents and Dean.
- Referral to the Dean and communication with parents.

Severe Clause

Extreme behavior may result in an automatic referral to the Dean's Office, a call to the parents, and a "U" in conduct.

Hall Pass Policy

Hallways are off-limits during class time. Student needs must be taken care of before or after class. Students found in the hall without a hall pass will be sent back to class.

CAMPUS REGULATIONS

Closed Campus

ARHS is a closed campus. All students are required to remain on campus from the time they arrive at school until they are released for the day. Students are not permitted to have food or other items delivered to school. Students are not allowed to have visitors on campus during the school day.

Student Body Identification Cards

Every ARHS student is expected to carry his Student Body Identification Card at all times. Students on campus without their ID will be issued an after school detention. The student body card acts as a pass for ARHS students to all home athletic contests. No student will be admitted to home athletic contests without his student body card.

Herbst Foundation Library

The Herbst Foundation Library will be open beginning at 7:30 a.m. on Monday through Friday. Students must enter the Herbst Foundation Library quietly, remain quiet at all times, and obey the instructions of the librarian and the supervisors. The librarian will discipline, and if necessary, refer to the Dean, any student who eats or drinks in the Herbst Foundation Library or who disrupts its academic atmosphere.

Computer Labs

All students who use the computer labs or any of the school computers implicitly agree to abide by the rules as set by the Director of Academic Technology and the computer-room supervisors. Additionally, all students who employ use of the school computers or its Internet facilities must abide by the rules and regulations set forth by the Users Contract in this handbook. The Users Contract lays out specific guidelines for hardware, software, and Internet use. Students who violate this contract will be subject to the consequences stated in the contract. Additionally, any student who damages school computer property will be liable to pay restitution and will face serious disciplinary consequences.

Cafeteria

Students are to walk to and from Chaminade Hall (i.e., the cafeteria) in a civil manner during lunch periods. Students are to leave the cafeteria at the warning bell. While eating lunch in the cafeteria is encouraged, students may also eat lunch at the tables in the parking lot or in the gym stands. Eating in all other areas of the school is prohibited. The privilege to eat outside of the cafeteria will be revoked if students consistently leave trash or are disruptive.

While in the cafeteria students are expected to be polite, respect the rights of others, and follow these guidelines:

- Students are NOT to purchase food for other students.

- Students are NOT to “Cut” into a lunch line.
- Students are NOT to loiter around the lunch lines.
- Students are expected to act in a courteous manner toward Food Serving Staff and to obey the instructions of lunch supervisors.
- Students are to place all garbage in the trash reciprocals provided.
- Consequences for misbehavior may include removal from cafeteria, loss of cafeteria privileges and/or detention. Students who throw food or other items, in the cafeteria will be suspended.

Food and Drinks in Buildings

Food and drinks are only permitted in designated areas (cafeteria, gymnasium and parking lot). Students may bring a bottle of water to class. Gum chewing is not allowed anywhere on campus at any time. Food items brought into the building will be confiscated and students will be assigned a detention for violating any of these rules.

Vending Machines

The vending machines, located in the cafeteria and in the locker room, are provided as a service to the students. They may be used before school, at lunch, munch and after school. They are not to be used at any other time during the school day. If an item gets stuck, students are NOT PERMITTED to shake or bang on the machine, but instead must notify one of the staff working in the cafeteria.

Lockers

Lockers are the property of ARHS, not the student. Lockers assignments are a privilege granted to student by the Dean of Students. Abuse of lockers will result in loss of locker privileges and fines to cover the cost of damage. Lockers must always be neat and in usable condition. Problems with a locker should be reported immediately to the Dean’s Office. Students may decorate the interior of their lockers in an appropriate, tasteful, and nonpermanent manner. The school reserves the right to enter a student’s locker at any time.

- Any items or materials found in a locker are considered the property of the student to whom the locker is assigned.
- Students are strongly urged NOT to share their locker combination with other students.
- **Students may neither change lockers with another student nor use another student’s locker without permission from the Dean’s Office.**
- Any damage or vandalism to a locker is the responsibility of the student to whom the locker is assigned. Stickers are NOT permitted in or on the lockers.
- Students are encouraged to bring an extra key, or a copy of the combination, to the Dean’s Office. **There will be a \$5.00 charge if a lock needs to be cut off.**
- The school is not responsible for property left unattended.

Parking and Driving

No students are allowed to park on campus until after school dismissal. Any student illegally parked on campus during school hours **will be fined \$20**. The fine will be increased \$10 for each succeeding

violation. In addition, illegally parked vehicles are subject to towing. The school is not responsible for any damage or thefts that may occur in the parking lot.

Motor Vehicles

Only a student with a valid driver's license is to operate a motor vehicle on school grounds. The school speed limit is 5 m.p.h. Excessive speed, careless driving on or **around campus** and at school-sponsored events will result in disciplinary action, which may include detentions, a \$20 fine, and/or school suspension.

Loitering and Jaywalking

Students are not permitted to remain in front of the school after dismissal. Only students waiting for a bus may remain in front. Students found loitering (remaining more than 30 minutes) will be assigned one detention. All students must use the crosswalks when walking across Phelan. Jaywalking will result in two detentions.

Prohibited Items

Personal listening devices (i.e., iPods, radios, cassette players/compact disc players, Walkmans, cellular phones, portable gaming systems or similar electronic devices) detract from the academic environment and it is strongly recommended that students not bring them to school. Permanent marker pens and other items deemed inappropriate for school are strictly prohibited. Also, all non-ARHS sporting equipment, such as basketballs, footballs, baseballs, etc., is forbidden from school grounds at all times. If any of the aforementioned are discovered on a person, in a locker or elsewhere, they may be confiscated. Confiscated items will only be returned to parents after a conference with the Dean. Unclaimed items will be donated to charity at the end of each semester. Cell phones are to be turned off and hidden from sight: any violation of this guideline is grounds for confiscation. **The use of cell phones on campus is strictly prohibited from 7:40 am until the end of the school day.** Confiscated electronic items (i.e. cell phones, iPods, etc.) are subject to search by the Dean or his designee. Consequences for cell phone use and/or confiscation of cell phones, or other electronic devices are as follows:

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|------------------------|---|
| <i>First Offense:</i> | \$5.00 fine and held for up to one week depending upon circumstances. |
| <i>Second Offense:</i> | \$10 fine and held for one-to-two weeks dieing |
| <i>Third Offense:</i> | suspension and parent conference |

THE SCHOOL **WILL** INVESTIGATE, BUT IS **NOT RESPONSIBLE** FOR LOST OR STOLEN PROHIBITED ITEMS.

Lost or Stolen Items

Archbishop Riordan High School is **not** responsible for articles lost or stolen. Students need to take responsibility for all items brought to school. Whether in the locker room, or inside the building, students should never leave their personal belongings unattended. All students should lock their

personal belongings in their locker to prevent the issue of loss or theft. A “Lost and Found” is located in both the Dean’s Office and the Athletic Directors’ Office. The Dean’s Office has a Missing Items Report Form that should be filled out by students when articles are missing and/or believed stolen.

School Functions

At all games, dances, and school sponsored extracurricular activities, each student of Archbishop Riordan High School is a representative of the school and everyone connected with it—administrators, faculty, staff, students, parents, and alumni. Therefore, each student must conduct himself in such a way as to reflect positively on him and the school. The school expects its students to behave as young gentlemen and conduct themselves with dignity and respect at all times.

Assemblies & Rallies

In general, assemblies and liturgies are held in the James Lindland Theater and rallies are held in the Crusader Forum. For assemblies, liturgies, and rallies, administrators will direct the student body by division to the appropriate location via the Public Address system. Students are to place their belongings in their lockers before proceeding to either the Lindland Theater or the Crusader Forum. Students are to proceed to their destination in an orderly manner. For rallies, students are expected to sit with their respective homerooms in the assigned locations in the Crusader Forum. Although students are expected to be spirited and enthusiastic, disrespect and horseplay are not allowed.

Athletic Contests

ARHS is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sport can take a loss or defeat without complaint and victory without gloating. He treats opponents with fairness, courtesy, and respect. The Code of Ethics and consequences of inappropriate behavior apply to any participant and/or spectator at any and all athletic competitions. All ARHS spectators must comply with the WCAL behavioral guidelines at all WCAL games.

Sportsmanship

- Emphasize the proper ideals of sportsmanship and ethical conduct.
- Show cordial courtesy to visiting teams, officials, and spectators.
- Respect the integrity and judgments of sports officials.
- Recognize that the purpose of athletics is to promote the physical mental, moral, social, and emotional well being of the individual student-athletes.
- Place the importance of athletic contests in the proper perspective. It is only a game and not a matter of life or death for the student-athlete, coach, parent, school, official, or spectator.

Inappropriate Behavior at Athletic Events

- Berating and/or harassing opposing student-athletes
- Obscene, inappropriate, unsportsmanlike, and/or negative cheers or gestures toward the student-athletes and/or spectators from the opposing school and/or referees officiating the event

- Obscene, inappropriate, unsportsmanlike, and/or negative signs, which include the name of the opposing school or name of students of the opposing school (including mascot)
- Berating opponent's school or mascot
- Any behavior inconsistent with the ARHS philosophy and mission statement, code of Christian conduct, code for student behavior, and/or the sportsmanship code of conduct.
- Students must abide by all school disciplinary codes.
- Students must remain on ARHS' designated side.

Dances

At all dances, formal or informal, students and guests are expected to adhere to all rules and regulations as set forth by the school and printed on all dance bids:

- Follow dress guidelines on ticket, or online information guide.
- All students and guests are reminded that sexually explicit dancing is strictly forbidden. Violation of this policy may result in removal from this dance and subsequent disciplinary action.
- Students should be facing each other while dancing.
- Follow all directions of the supervisors and rules posted on the ticket.
- ARHS students are responsible for their guests' behavior. An ARHS student can be disciplined if his guest violates a school rule.
- Students are to be picked up within 30-minutes of the conclusion of a school dance. Failure to comply with this guideline will result in **two** after school detentions.

Serious Offenses

If at any time a conflict arises concerning the rules of ARHS, the **Administration** reserves the right to clarify and make all interpretations. During disciplinary investigations, the Administration will question students without parent notification. Serious offenses always incur detentions or suspensions, in addition to other possible consequences. During a disciplinary investigation a student must fully cooperate and be honest (see section on honesty). Failure to fully cooperate may result in dismissal from the school.

Insubordination & Disrespect

Any student found to be disrespectful to any person employed by ARHS may be suspended immediately, his parents notified, and a parent/Dean conference convened. The severity of the punishment will be determined by the Dean in consultation with the other members of the Administration. Any student found guilty of insubordination, a malicious, willful, and publicly defiant disobedience of a command by any person employed by ARHS, will be liable for dismissal.

Alteration of Documents & Notes

Alteration or falsification of school records, attendance forms, or communications mailed home by ARHS is strictly forbidden. Similarly, the forging of a parental note by a student is forbidden. Any student who alters or falsifies any of the aforementioned items may be suspended or dismissed, depending on the degree of the violation. Students are **NOT** allowed to sign for parents; even with

parental permission. Students found altering or falsifying documents will receive 8 detentions.

Inappropriate Language/Gestures

Students are expected to refrain from inappropriate language at all times on campus during the school day and whenever they represent ARHS as participants in any school-sponsored event, activity, or function. We remind students that, whenever they wear clothing that identifies them as ARHS students, their words and actions affect the public perception of the school. Use of inappropriate language may lead to detention, suspension or dismissal. Language that may be considered inappropriate or offensive is sometimes used in an academic context; in those cases such language is permissible. Inappropriate language is defined as the following:

- Commonly defined foul language.
- Any words normally deemed racist, sexist, or homophobic.
- Any language that is used to incite or provoke others.
- Any language that is malicious or disrespectful to others.

Smoking

Students, regardless of age, are prohibited from smoking at any time on school grounds or within a quarter-mile radius of the school campus. Smoking is prohibited at any function sponsored by ARHS or in which ARHS is a participant. Students in violation of this rule are subject to consequences up to, and including, suspension. Cigarettes will be confiscated and disposed of.

Trespassing

ARHS students are not to be on other school campuses during **their** school day. Any student who is trespassing on another school campus will be subject to disciplinary consequences up to, and including, suspension.

Vandalism & Graffiti

Defacing or damaging school property or the property of others (including vehicles) is considered vandalism. Any equipment used for graffiti/vandalism (e.g. permanent markers) will be confiscated and disposed of. Any student guilty of vandalism will be:

1. Immediately suspended;
2. Placed on Disciplinary Ineligibility;
3. Liable for financial restitution to those victimized; and
4. Liable for dismissal from Archbishop Riordan.

Theft

Any student who engages or assists in theft of any kind will be liable for immediate dismissal, without the opportunity to appeal. Witnessing or being aware of theft and failing to report it to the Dean's Office may also result in discipline. Finding an item and not immediately returning it in to a

school authority may be interpreted as a theft.

Dishonesty

Students, who deceive or lie to faculty or administration, especially during a disciplinary investigation, are liable for severe disciplinary actions including dismissal.

Fighting

If a dispute arises between students that may lead to a physical confrontation, those involved are strongly encouraged to find nonviolent ways to resolve the dispute. A majority of physical confrontations arise from misunderstandings, and such misunderstanding can be peacefully resolved by seeking mediation from a third party, such as a teacher, counselor, or peer. Any student who encourages fighting among his peers will be subject to disciplinary action as if he were an active combatant. Those students who choose to fight will be subject to the following:

First Offense: All offenders will be immediately suspended for a minimum of three days, regardless of who initiated the physical altercation, and **will** be placed on Disciplinary Probation or Ineligibility, depending upon the circumstances.

Second Offense: Student will be liable for dismissal.

Weapons

Any student who possesses a dangerous weapon or an instrument considered to be a dangerous weapon on school grounds at any time, at any school activity, function, or event, or en route between school and home, will be liable for dismissal, and may warrant a police investigation.

Gang-Related Activity

Gang-related conduct/activity threatens the safety of others and is strictly prohibited. Gang-related conduct/activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing, hand symbols commonly associated with gangs, or association with gang members. Students who engage in such activity will be liable for immediate dismissal, and may warrant a police investigation.

Drugs & Alcohol

By California law and Archdiocese policy, no student may **use, sell, possess**, or otherwise be under the influence of any illegal drug, alcohol, or controlled substance on school grounds, at any school-sponsored event, or at any other school's functions. Consequently ARHS prohibits students from using, selling, possessing, soliciting, or being under the influence of alcohol, illegal narcotics, or controlled substances at any time. **ANY ARHS** student found under the influence or in possession of alcohol, narcotics, or other dangerous drugs is liable for dismissal. Any student who is caught selling, providing, transporting, or transmitting alcohol or drugs will be expelled and may warrant police investigation. **Any student suspected of drug involvement may be required to take a drug test, paid for by his parent/guardian, in order to remain a student at ARHS.** Failing, or refusing

to take, may result in dismissal. A student may be required to participate in regular counseling and random drug testing as a condition to remain at ARHS. Archbishop Riordan recognizes that substance abuse can be symptomatic of personal problems or illness. Any student who seeks help will be confidentially referred to the Guidance Department for assessment. Subsequent steps may include professional counseling and mandatory drug testing.

Archbishop Riordan employs the services of K.I.D.S. (**K**ontraband **I**nterdiction and **D**etection **S**ervices), a company that uses contraband sniffing dogs to detect the presence of, or residual odors of, illegal substances included, but not limited to, alcohol, marijuana, cocaine, heroine, fire crackers, and flash powder. Under the direction of the Dean of Students, or his designee, KIDS conducts random searches of classrooms, student backpacks, and student lockers. Under the law, the school can conduct a search of a student's backpack, locker, or other possessions while on school grounds or during a school event or activity if "reasonable suspicion" exists that the student is in possession of an illegal substance. If a KIDS' canine detects the presence of an illegal substance or a residual odor of such a substance on a student or his possessions, this is cause for "reasonable suspicion."

Harassment

State Law and the Archdiocese of San Francisco expressly forbid initiation, "hazing," or harassment of a fellow student. Any student caught participating in the aforementioned acts will be disciplined according to the following guidelines:

First Offense: Offender may be suspended and placed on Disciplinary Probation.

Second Offense: The student will be liable for dismissal.

Archdiocesan Harassment Policy

The Archdiocese of San Francisco affirms the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, sexual orientation, or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment can be directed toward a student under conditions as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets

Written Harassment: Suggestive or obscene letters, emails, notes, or invitations

Physical Harassment: Unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference

with normal study or movement

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters

Cyber Harassment: Comments posted online, sent via text, voicemail or any other form of electronic communication

(The state of California has passed a law [SB 919] that has made “sexting” an expellable offense.)

Student-to-Student Harassment

This policy prohibits student-to-student harassment at any time, or any place (including off-campus).

Note: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline as students of Archdiocesan schools are expected

to conform their lives to Christian principles at all times. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation from the school.

Student’s Responsibility

It is the student’s responsibility to conduct himself in a manner, which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members. To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall assure them they need not endure any form of harassment. The school will treat any allegations of harassment seriously, and, in accordance with the comprehensive reporting and investigation procedures set forth in the Archdiocese of San Francisco’s 1992 Comprehensive Policy Against Harassment, will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

Harassment Complaint Filing and Investigation Procedures

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must first report it to an Administrator; a victim report form is available in the Dean’s Office.
2. The student alleging harassment will be asked to complete a formal, written complaint. The

claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation will include a meeting with the accused person, and sharing the nature of the allegations with that person as well as the name of the person bringing the allegations. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

FORMS OF DISCIPLINARY SANCTION

Demerit System

Some violations of the disciplinary code are assigned a demerit value. The number of accumulated demerits will be a factor in determination of disciplinary status and in matters of dismissal from ARHS. All violations must be reported in writing to the Dean who will assign the appropriate number of demerits to be tracked in PowerSchool. Demerits are tracked quarterly.

1. At the end of the quarter, those students with 7 to 10 demerits will receive an N in conduct from the Dean.
2. At the end of the quarter, those students with 11 or more demerits will receive a U in conduct from the Dean.

Demerit Point System (General breakdown, but may be modified depending on the infraction. Detentions may be given in lieu of demerits)

Description	Demerits
Dress Violation	1 (per infraction)
Shaving Violation	1 (per infraction)

Good Deeds

Good Deeds by students may be used to reduce their demerit total. Good Deeds must be reported by a faculty/staff member in writing to the Dean who will decide the appropriate number of credits for the deed. Students are limited to a total of eight (8) merit points per semester. In addition, merit points cannot be used to subtract a detention that was assigned prior to awarding of a merit point.

Detention

Detention will be held every day, Monday through Thursday and they will last one hour. Saturday detentions will begin at 7 a.m. and last two hours.

Failure to show for detention will result in an additional two detentions. Students who repeatedly cut detention will be suspended. Detention will be given for the following offenses:

- Tardy to first block
- Tardy to block after lunch

- Teacher referrals for disciplinary infractions: Depending on the nature of the infraction, a minimum of two detentions may be assigned for discipline referrals. Repeated referrals may result in additional detentions, suspension or dismissal.
- Tardy Cuts (2 detentions)
- Truancy (2 per block)
- Accrual of 3 demerits
- Other conduct violations: Any violation of the Standards Of Student Conduct (or any other rules herein stated) as stated in this handbook.

The student must bring a \$1.00 proctoring fee (\$2.00 for Saturdays) to the detention. Co-curricular activities, practices, employment and other such excuses for missing detention will not be accepted. Students will not be admitted to detention late, or without their fee (no I.O.U.s). Missing detention for any reason without **prior** permission from the Dean will be considered a cut, and will result in two additional hours of detention. Students are not to bring coats, food, drinks or electronic devices to detention.

Excessive Demerits

Every student is expected to comply with all the school disciplinary policies. Chronic misconduct and/or tardiness interfere with the learning environment. Consequently, any student who acquires a total of **11** demerits in a grading period (quarter) for any reason will be placed on Disciplinary Probation. Students who accumulate **25** demerits will be placed on Disciplinary Ineligibility. Any student who earns **40** demerits or more in one quarter will be liable for dismissal from school.

Suspension

Suspension is the removal of a student from classes by the Dean or his designee. When a student is suspended, the parents are notified and the student is sent home. Students may also be assigned n-school suspension, depending on the circumstances. Suspension days count as absences. Suspended students are not allowed back on campus or allowed to participate in any school activities until the suspension is officially over and the student has been allowed back into class. When returning to ARHS after a suspension, the student must first report to the Main Office to receive a re-admit slip and then report to his counselor before returning to class.

Disciplinary Probation

This is a trial period in which a student must conduct himself in a way that meets the school disciplinary codes or faces more extreme measures including dismissal. Under the terms of Disciplinary Probation, a student is allowed to participate in extracurricular or co-curricular activities. Probationary students are reviewed quarterly. Students will be placed on probation for any of the following reasons:

- A student who has exhibited constant behavioral problems or was involved in an extreme incident.
- A student accumulates 11 demerits in one quarter.
- A student who receives ONE "U" (or two "N's") in conduct on his report card from any of his

teacher, homeroom moderator or the Dean.

Disciplinary Ineligibility

When placed on this status a student may not participate or attend any school-sponsored activity (except retreats). This condition also extends to any event in which Archbishop Riordan is involved. This includes attending or participating in games, dances, clubs, holding student-body or class offices, or representing the school in any fashion. Any infraction of the conditions of ineligibility may result in dismissal. Upon satisfactorily completing of the term of ineligibility, the student's rights and privileges as a student of Archbishop Riordan High School will be fully restored. Students will be ineligible for any one of the following reasons:

- A student who has exhibited constant behavioral problems or was involved in an extreme incident.
- A student accumulates 25 demerits in one quarter.
- A student who, while on Probationary Status, receives ONE "U" (or two "N's") on his report card will be moved to Ineligible Status.
- A student who receives TWO OR MORE "U's," or ONE U and TWO N's, on his report card.
- A student who, while Ineligible, receives a "U" or its equivalent **will be dismissed**.
- A student who, while Ineligible, receives ONE N on his report card, will be placed on Probation the following quarter.

Students that are placed on either Disciplinary Probation or Disciplinary Ineligibility will remain on that status for a period of NOT less than ten weeks from the time that they were placed on that status.

Conduct Grades

Any student who has received one "U" mark in conduct will be placed on Disciplinary Probation. Any student that receives TWO "U" marks in conduct will be placed on Behavioral Ineligibility status. Any student that receives more than TWO "U" marks in conduct will be subject to dismissal. Please note that two marks of "N" equal a "U" mark in conduct.

Teacher and Dean Conduct Grades are indicated on the report card as follows:

O (Outstanding) reflects one or more of the following:

- Student encourages others to contribute to the learning environment
- Student provides leadership in the learning process
- Student follows all general school conduct and classroom rules

S (Satisfactory) reflects one or more of the following:

- Student follows all class rules
- Student is respectful of teachers and peers
- Student is on time for class and brings required materials to class

N (Needs Improvement) reflects one or more of the following:

- Student needs to improve his behavior
- Student occasionally lacks courtesy or respect toward his peers or his teacher
- Student is inattentive in class
- Student receives 2 Behavior Notifications or 1 Behavior Notification and 1 Behavior Referral (in one quarter)
- Student receives 7 or more demerits in one quarter (Dean's Conduct Grade)

U (Unacceptable) reflects one or more of the following:

- Student demonstrates malicious intent in actions and behavior
- Student is outwardly hostile, defensive, or otherwise disruptive
- Student is disrespectful to his peers or teacher
- Student demonstrates a serious disregard of school rules
- Student receives 2 or more Behavior Referrals (in one quarter)
- Student receives 11 or more demerits (Dean's Conduct Grade)
- Student is suspended from school

Dismissal

Dismissal from Archbishop Riordan High School for disciplinary causes is the responsibility of the Dean of Students. Students who are dismissed from ARHS are not allowed on campus or to attend any school related function without approval from the administration.

Appeals Process

When the Dean of Students asks a student to withdraw from Archbishop Riordan High School, a student and his parent or guardian may appeal the decision (certain reasons for dismissal, i.e., theft, possession of a weapon and selling drugs, or intent to sell drugs are not subject to appeal). An Appeal form will be available from the counselor who is conducting the exit interview. Appeals must be submitted to the Principal **within three working days**, and are only permitted under the following circumstances:

- They have new information, which they feel may have had an effect on the decision.
- They feel that the facts relating to the situation were incorrectly interpreted or reported.

If the Principal feels that an appeal is warranted, a Dismissal Review Board will be convened. The Dismissal Review Board will consist of a counselor, who will chair the board, and two faculty members. The Dean will present the facts of the investigation to the Dismissal Review Board. The student and his parents will then be allowed to present their appeal to the board. The family will be allowed one member of the school staff to speak as an "advocate". The board will then make a recommendation to the Principal and the President. The decision of the Principal and President will be final.

Elastic Clause

The Dean reserves the right to amend, suspend or add any new rules or guidelines to the aforementioned disciplinary policies in consultation with the Principal. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in the foregoing disciplinary policies.

EMERGENCY PROCEDURES

Every student must submit an emergency card to the Attendance Office before school begins. If there is a change in address, home telephone number, or place of employment, parents must notify the Attendance Office of such changes. This information is strictly confidential. This card contains vital information and phone numbers to be used in emergencies and it is important that parents notify the Attendance Office of any updates.

Evacuation Drills

Several times per year, Archbishop Riordan High School conducts emergency evacuation drills in case of fire, or other such emergencies. ARHS maintains a cache of emergency supplies in an accessible area in case of a catastrophic earthquake or other disaster. This cache is designed to provide emergency care until municipal and state agencies can provide assistance. In case of a devastating earthquake where communication and transportation arteries are cut off, all students are to remain at the school site (no student will be released to go home without the accompaniment of a parent/guardian). As the school is responsible for the students' well-being and safety during the seventy-two hours after a catastrophe, students must cooperate with school officials as they account for the whereabouts of each student. It is vital that ARHS families study the school's emergency procedures and coordinate their own disaster plans (and preparations for reunification) with those of the school. ARHS also conducts Intruder Alert Drills.

Any student not following the procedures or directions of staff during any emergency drill may be putting themselves, or others, at risk. Students not following procedures or directions will be liable for detentions, or suspension.

CAMPUS MINISTRY

To "Educate for Formation of Faith" ranks first among the distinctive characteristics of an education in the Marianist Tradition. As the Rule of The Society of Mary states: "Our primary objective is the formation in faith. In particular, we aim to motivate and train apostles and to foster communities of dedicated lay people." Campus Ministry is integrally related to the school's philosophy and mission statement.

Freshman Orientation Retreat Day

To welcome each new class and to orient them in the spiritual mission of the school, Campus Ministry has created a service fraternity called Crusader Brothers. Comprised of junior and senior volunteers, the Crusader Brothers are trained to mentor the newest members of the school into full

participation in the ARHS community. Prior to the beginning of each school year, the Crusader Brothers put on a half-day retreat for all incoming freshmen students.

Liturgies and Prayer Services

Through school-wide liturgies and prayer services for holy days and special occasions, weekly celebrations of the Eucharist, and daily prayer, Campus Ministry sets a prayerful tone for all activities and learning at Archbishop Riordan High School. Reconciliation Services are held twice per year for the members of the ARHS community to deepen and grow in their faith.

Retreats and Leadership

A retreat is a special time set aside for getting to know oneself, others and God in a deeper way. It is a time of sharing within a group, class or team so that through interaction and communication one can develop a better sense of the role God and others play in our lives. Retreat opportunities away from school are offered for students in all divisions and culminate in the four-day Kairos Retreat for seniors. ARHS participates in the Living in Faith Experience (LIFE) Program, a Christian leadership program for selected seniors from the Marianist schools in the Province of the Pacific, and in the Campus Leadership Workshop sponsored by the Diocese of Northern California. Marianist Life Communities (MLCs) are held in the evenings once monthly to provide an opportunity for students to come together to share their faith.

GUIDANCE

The Guidance Department is an integral part of each student's life at ARHS. The Department offers a wide range of services to meet the academic, social, and personal needs of the student body. Although each divisional counselor meets with his students once a semester, any student who wishes to see his counselor more often is encouraged to do so. All students are encouraged to make regular use of the counselors and the services they offer.

Career Center

The Guidance Department offers a variety of services and programs designed to foster career options and opportunities. Students are surveyed yearly for career interests. Through the "Learning for Life Program", students are informed of career exploration (posts) they can join and meet students with similar interest. Career seminars are presented throughout the year based on student interest. Standardized testing contains career components to further student awareness and direction. The Career View based programs are available to students in the library to further career searches.

College Guidance

The college guidance program at ARHS provides students with comprehensive information about post-secondary educational options. Through assemblies, evening programs, and individual counseling, students are guided through the college admissions process. The department advises students about college requirements and opportunities. This process begins in the freshman year and continues through the senior year. For the parents of juniors and seniors, we offer day and evening

programs to explain the college financial-aid process. The College Case Studies meeting is a special program offered to juniors and their parents. Over sixty college representatives take parents and students through a mock of the admissions process to get a first hand look at the intricacies of college admissions. Riordan is one of five high schools in San Francisco participating in this highly successful program. Throughout the year, representatives of many universities and colleges visit the ARHS campus to talk to students about their respective schools. Scholarship searches are available for students on computers dedicated to college research located in the library.

Peer Counseling Program

Peer Counseling is a group of ARHS students who have completed a training program designed to increase self-awareness, develop decision-making skills, and improve communication skills. The training program provided a structure for Peer Counselors to reach out and help others. This program is not used in place of licensed or certified health professionals or mental health practitioners. These students are helpers who, by using active communication skills, can provide their peers with an opportunity to express themselves. They often serve as referral sources for students who need additional help. Peer Counselors work with transfer students, assisting them to become familiar with the school, clubs, sports, activities, or any other areas in which they may be helpful.

Confidentiality

Information students share or reveal in meetings with school counselors is considered confidential. The school counselor protects the confidentiality of information with the following exceptions specified by California State Law and school policies. A school counselor must:

1. Report suspected child abuse to Child Protective Services.
2. Report information to persons outside the school when the school counselor deems a student to be a threat to harm himself, a threat to harm another person, or a threat to destroy property.
3. Consult with other counselors, and appropriate personnel or agencies.
4. Consult with the appropriate school administrator regarding such situations that may be potentially disruptive or damaging to the school's mission, personnel, and property.
5. Disclose information deemed to be confidential when ordered to do so by a court of law.

Parent Support Services (PSS)

- The Parents Support Services program is designed for the parents and guardians of the students at Archbishop Riordan High School. This program consists of a variety of educational, experiential, and interactive activities aiding parents in improving their relationships with their teenage sons. Parents and guardians are encouraged to assess their interactions with their sons and to find creative ways to continue to be those special guides and mentors in all aspects of the teens' lives. The PSS program consists of a variety of experiences including:
 - Freshman Parent Cluster meetings;
 - Two nationally acclaimed video series on the parenting of teens;
 - Various college and career evenings for parents and sons;

- Occasional book-based series on teen and parent issues; special needs groups (e.g. single parents, Spanish-speaking parents; African-American parents, PAC parents, families with grief and loss issues, etc.).

These activities are scheduled weekly in the evening unless otherwise specified. Parents/guardians should give their suggestions and concerns to the guidance director so that other topics and experiences may be developed.

PARENT ORGANIZATIONS

Parent Board

All parents and guardians of ARHS are members of the Parent Guild. This organization's goals are:

- To instill a sense of community by providing opportunities for parents to work and socialize;
- To increase volunteerism within the ARHS family; and
- To facilitate communication and encourage involvement by parents and guardians in the school community.

Parent Executive Board

The Parent Executive Board meets to discuss various aspects of Archbishop Riordan High School, to offer advice to the Principal, and to help with various events. The Principal appoints the Executive Board from parent nominations and volunteers. Executive Board meetings are open to any parent or guardian of Archbishop Riordan High School.

Mandatory Parent Meetings

During the school year mandatory parent meetings will be held on the following dates:

FALL, 2010

Wednesday, August 10, 2010 (Freshmen Parents Only, Orientation – 7:00 PM)

Thursday, August 25, 2010 (Grades 10-12 Only, Mandatory Parent Meeting – 6:00 PM)

Thursday, August 25, 2010 (All Grades Back-to-School Night – 6:00 PM)

SPRING, 2010

Thursday, January 12, 2010 (Back-to-School Night for All Parents-7PM)

Athletic Boosters

This is an organization of parents, alumni, and friends of the Crusaders interested in advancing the Athletic Program of our school. It is the goal of the Boosters to provide financial and emotional support for our program and its athletes. Meetings are held monthly.

Band Boosters

This organization of parents and supporters of the Crusader Band work to raise funds and support programs and performances of the Band. Meetings are held monthly.

Drama Boosters

This organization of parents and supporters of the Drama Department work to raise funds and support drama programs.

STUDENT ACTIVITIES

ARHS encourages participation in extracurricular activities. Each student is encouraged to participate in at least one activity each year. Such an experience is necessary for his personal and social development, his contribution to the school, and his sense of belonging. Additionally, participation in clubs and activities is important as a part of a student's resume and college applications. A variety of activities are offered under the umbrella of the Student Activities Coordinator, in collaboration with Student Government and the divisional moderators.

Freshmen Divisional Moderator:	Mr. Nate Simon
Sophomore Divisional Moderator:	Mr. Michael Vezzali
Junior Divisional Moderator:	Mr. Daniel Baer
Senior Divisional Moderator:	Ms. Frank Oross
Student Government Moderator:	Mr. David Elu

Student Government

The Student Government is a sounding board for student opinion, a project in practical political science, and a coordinating body for school-wide activities. Many of the spiritual, academic, and social activities held at ARHS are the direct result of student initiative and planning. The Student Government consists of elected and appointed Student Body Officers, Divisional Officers, Divisional Representatives, and a Faculty Moderator. Written minutes of all meetings are submitted to the Administration and posted. Members of Student Government have the responsibility of being role models to their peers. Any Student Government officer who fails in his duties or exhibits disciplinary problems may be removed from the office by the administration.

2011 - 2012 ARHS Student Government

President	Chris Triguero	Senior President	Christian Gallindo
Vice President	Miguel Guerrero	Senior Vice President	Jacob Blea
Secretary	Anthony Triguero	Senior Secretary/Treasurer	To Be Appointed
Dance Chair	Brandon Jew	Junior President	Maarten Deschaumes
Spirit Chair	Arcelio Reybol	Junior Vice President	John Valencia
Diversity Chair	Jacob Monger	Junior Secretary/Treasurer	To Be Appointed
Communications	Christian Ovando	Sophomore President	Eric Diaz
		Sophomore Vice President	Rob Valencia
		Sophomore Secretary/ Treasurer	To Be Appointed

(Freshman positions will be filled in September.)

School Clubs and Activities.

All students are encouraged to look for opportunities to get involved in various activities outside the classroom. ARHS offers a wide range of clubs as one avenue for extra-curricular involvement. Each year ARHS sponsors a Club Rush Week at the beginning of the school year during lunchtime. All clubs will have tables set up for students to get information and be given the opportunity to join various clubs of interest. For the 2009-2010 school year, Club Rush Week is scheduled for September 3-4. The following is a sample of some clubs at ARHS:

Academic Team	Drama Club (Thespian Society)
Black Student Union	Friends of Bufano (Art Club)
Amnesty International	Hula and Tahitian Club
Asian Student Association	Lancer Yearbook
Block Club	National Honor Society
Break Dance Club	Philippine-American Coalition
California Scholastic Federation	Photography
CORE Team	Latinos Unidos
Crusader Brothers	LIFE Team
Crusader Newspaper	

Scholastic Organizations

Students with a semester grade-point average (GPA) of 3.0 to 4.0 in their academic classes earn a place on the Honor Roll. A D or F grade excludes the student from CSF and the Honor Roll.

California Scholastic Federation: CSF is a statewide organization established to encourage student service to the school, to the community, and to their fellow students. The motto of the organization is "Scholarship for Service." Archbishop Riordan High School is enrolled under Chapter 259CC. To qualify for CSF, a student must accumulate 5 honor points under the following system: A counts for 1.5 points, B counts for .5 point. Physical Education and nonacademic courses are not counted. Students must apply for membership in each semester for which they are eligible. *Life Membership* is awarded to those students who maintain membership in CSF for four of their last six semesters;

one semester must be in the senior year. Diplomas of CSF Life Members bear a gold seal. CSF members who qualify for all six of their last six semesters receive 100% Membership status.

National Honor Society: NHS is a national organization that recognizes scholarship and leadership while encouraging service among high-school students. The ARHS chapter is open to sophomores, juniors and seniors who have been nominated by the faculty and selected by a faculty council. To be eligible, a student must maintain a cumulative 3.0 grade point average, be of good character, and participate in school activities. To remain in good standing, students must attend NHS meetings and perform thirty hours of service per year, which must be in the School Peer Tutoring Program. Members in good standing wear blue and gold cords at graduation, and National Honor Society seals are placed on their diplomas.

Dance Rules

Hours

- Regular school dances are from 7:00pm to 10:00pm.
- Doors close at 7:30pm.
- Doors re-open at 9:30pm

To Enter, All Students Must

- Present a valid high school ID
- Be subject to search by security
- Be an ARHS student, a female guest of an ARHS student or a female student from an invited Catholic high school

Dress Code for ARHS Students

- No tank tops, jerseys, running pants, athletic shorts, or sagging pants
- All clothes must fit properly
- All grooming standards apply (earring allowed, NO hats or head bands).
- No clothing found to be offensive degrading or inappropriate
- Follow rules printed on ticket

Dress Code for Women

- Skirt or shorts' length may be no more than three inches above the knee
- No slits, plunging necklines/back, bare shoulders or midriffs
- Follow rules printed on ticket

Expected Behavior

- ARHS students are responsible for their guest's behavior
- Follow all directions of supervisors and security
- No inappropriate dancing or displays of affection
- Students will be given "time-outs" for inappropriate dancing and may be excluded from other dances

- ARHS codes of conduct/school rules apply

ELASTIC CLAUSE: The Administration of ARHS is the final judge of student adherence to the rules/dress code, and reserves the right to refuse entry or to remove any student from the dance.

ARHS COMPUTER USERS CONTRACT

The use of technology by students at ARHS is a privilege, not a right, granted to students to promote responsible education. Any student who misuses the technology will lose his privilege. Students are Computer use is monitored and students are expected to conduct themselves in an appropriate manner at all times. The administration, staff or faculty of ARHS may request that a student's technology privileges be denied at any time. The following are basic guidelines for using technology at ARHS.

Acceptable Use

Technology use must support education and research and must comply with educational goals and objectives of ARHS. Use of other organization's networks or computing resources must comply with the rules appropriate to that network as well as those stated in this contract.

- Use of product advertisement is prohibited.
- Illegal copying or printing of copyrighted material is prohibited
- Transmission of any material in violation with any United States or state organization is prohibited. This includes, but is no limited to the following areas: threatening or obscene material, material protected by trade secrets or pornographic material.
- ARHS does not provide network resources for the use of e-mail by students. In case of special circumstances, students must receive permission from the system administrator or Director of Academic Technology in order to use e-mail services (including web-based e-mail such as Hotmail.com or Yahoo.com). E-mail processed through the ARHS network is not guaranteed to be private.
- Any use of computer or network that may cause disruption is prohibited.
- Students may not download any programs from the Internet.
- Student Owned Laptop Policy: Students can bring their laptops and access the ARHS network. The use of a personal computer and access of the network while at school is governed by the Technology Ethics Code.
- Sharing ARHS computer account passwords between students is prohibited.
- **No food or drinks are permitted in computer labs or library. No exceptions.**

ARHS Technology Ethics Code

As a student at ARHS...

- I understand that anything I communicate through email or a chat-room is a personal reflection on my character as well as that of ARHS and its community.
- I recognize that my personal web pages are a reflection of my personal values and that linking these web pages to other websites suggests agreement with the beliefs and attitudes of those sites.
- I recognize that computer hacking violates the right to privacy of individuals and institutions.

- I am aware that copying text/pictures/diagrams from websites, online materials, etc. without properly referencing the author is plagiarism and a violation of the ARHS Honor Code
- I will respect the technology on campus and will hold my peers as well as myself accountable for misconduct.

Illegal Activity

Any illegal activity, including sending threatening or obscene e-mail or attempting to change network information will result in criminal charges, as well as school disciplinary action, up to and including

dismissal. Any costs to access or repair the system will become the responsibility of the student and family.

ATHLETICS

CCS RULES AND REGULATIONS

The Band and Other Entertainers

- A. The band directors should contact each other before the game in order to coordinate times for playing and any other necessary details.
- B. Band members should be supervised by a staff member and they should enter the stadium or gym as a group.
- C. Bands should only play before a game, during time-outs, at halftime and after the game. In this regard, band directors should be sensitive to any school which may desire to sing its Alma Mater at the end of the game and provide opportunity for them to do so without interruption. Visiting schools should be allowed to sing their Alma Mater first.
- D. Bands, dance troupe members, and other entertainers should not interfere with the officials, with practicing teams, or with the playing of the game.

Behavior Guidelines for Contests

Acceptable Behavior

- A. Applause during introduction of athletes, coaches and officials
- B. Athletes shaking hands with opponent who fouls out while both sets of fans recognize athlete's performance with applause.
- C. Accepting all decisions of officials.
- D. Cheerleaders leading fans in positive yells.
- E. Handshakes between participants and coaches at end of contest, regardless of outcome.
- F. Treating competition as a game, not a war.
- G. Coaches/athletes searching out opposing participants to recognize them for outstanding performances of all participants.
- H. Applause at end of contest for performances of all participants.

Unacceptable Behavior

- A. Disrespectful, taunting, derogatory yells, chants, songs or gestures (including such cheers as “Nah, Nah, hey, hey, good-bye” or “Airball, Airball”)
- B. Turning backs or holding up newspapers while teams are being introduced, or when teams, dance or drill teams are performing
- C. Booing or heckling an official’s decision
- D. Criticizing officials in any way; displays of temper with an official’s call
- E. Yells that antagonize opponents
- F. Refusing to shake hands or give recognition for good performances
- G. Blaming loss of game on officials, coaches or athletes
- H. Laughing or name-calling to distract an opponent
- I. Using profanity or displays of anger
- J. Doing own yells instead of following lead of cheerleaders
- K. Using noisemakers at any time unless these are mascots or traditional items that have prior approval of the league. The Bellarmine Bell and the St. Francis cannon are league approved in the context and have special rules for their use. Schools wishing to introduce new “noisemaking” devices must receive the approval of the league.
- L. Unauthorized visiting of other school’s rooting section
- M. Going onto the court or field at any time before, during, or after contest

Informed Consent – Awareness of Sports Injury Risk – Warning and Agreement

By its nature, competitive athletics can put students in situations in which SERIOUS, CATASTROPHIC, and perhaps FATAL accidents could occur. Students and parents/guardian must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk; participation in athletics is inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated. By granting permission to your son to participate in athletic competition, a parent or guardian acknowledges that playing or practicing in any sport can be a dangerous activity involving MANY RISKS OF INJURY. Both the athlete and parent must understand that the dangers and risks of playing or practicing to play include but are not limited to, death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments muscles, tendons and other aspects of the skeletal system and potential impairment to other aspects of the body, general health and well being. Because of the dangers of participating in sports, we (parent and player) recognize the importance of following coaches’ instructions regarding playing techniques, training, equipment and other team rules, etc. both in competition and practice and agree to obey such instructions.

ATHLETIC PLAYER/PARENT/COACH CONTRACT

Preamble: Participation on a team is a privilege, not a right. It is earned by competition for a position and the strict observance of the team rules. Any actions contrary to this will result in the revoking of this privilege.

Both parent and student must have a commitment to the ARHS Athletic program. Therefore:

1. All athletes are expected to attend all practices, team meetings and games unless excused by their coach. Athletes are expected to be prompt, wear proper attire and “cutting practice” will not be tolerated. Coaches must be notified in person if a student must miss practice. If the student is injured and present in school, he is still expected to be at practice. There are many ways in which he can be of assistance at practice and also learn techniques and strategies, etc.
2. Unexcused absences are grounds for dismissal from the team.
3. Athletes are expected to follow the behavior guidelines in the Student-Parent Handbook before and after all athletic activities (games, practices, meetings, etc.). Coaches are teachers on the field or court and will be afforded the same respect. Any disrespect or insubordination during athletic activities will be referred to the Dean’s Office and dealt with accordingly. Any athlete not following the ARHS behavioral guidelines will be dismissed from the team in addition to consequences administered by the Dean of Students.
4. All athletes are required to follow the “dress-up” policy as stated by the Athletic Department. Students not dressed properly will not participate in games.
5. Not Finishing a Season: Failure to finish a season once the student has made a commitment to do so is a serious matter. Athletes who drop off a team may not participate in another sport until the previous sport is completed and a meeting has been held with the athlete, his parents, the coaches involved and the Director of Athletics.
6. All athletes are expected to contribute to the morale of the team. All athletes are expected to be a team member in the fullest sense of the phrase, remembering at all times that WE WIN and WE LOSE TOGETHER. **THERE IS NO “I” IN TEAM.**

The Coach shall:

1. Set a good example for players and fans to follow.
2. Be positive, fair and consistent with players.
3. Establish and organize practice for the team on a regular basis.
4. Communicate with the players and parents.
5. Protect the safety of all players.
6. Be a professional in dealing with the strategies and rules of his/her sport.
7. Be available to talk with players and parents.

The Parent shall:

1. Be a fan of everyone on the team.
2. Respect the decisions of officials.
3. Respect other fans, coaches and players.
4. By their conversation, not “poison the waters” regarding a coach, the program or teammates.
5. Not talk to coaches about a complaint on game days, but set up an appointment at a time agreeable to all.
6. Adhere to the Archdiocesan “Code of Christian Conduct for Students and Parents” found in this ARHS Student-Parent Handbook. Fan Guidelines for the WCAL must also be observed.

The Player shall:

1. Be positive and have a good attitude.
2. Support his teammates.
3. Know and follow the school rules.
4. Meet classroom expectations.
5. Notify the coach in person about any scheduling conflicts.
6. Not display a lack of commitment, either verbally or by his actions, to the team.

ATHLETIC TEAMS

SPORT Levels offered (V=Varsity, JV= Junior Varsity, F= Frosh, F/S = Frosh/Soph

Basketball	V, JV, F	Football	V, JV, F	Track	V, F/S
Baseball	V, JV, F	Golf	V, JV	Tennis	V, JV
Cross Country	V, JV, F	Soccer	V, JV, F	Wrestling	V, JV, F