



Archbishop Riordan High School  
Student-Parent Handbook  
2019-2020

175 Frida Kahlo Way  
San Francisco, CA 94112

Main Office: (415) 586-8200  
Attendance Office: (415) 586-8200 ext. 250

Website: [www.riordanhs.org](http://www.riordanhs.org)

School Code: 053000

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## CONTACT INFORMATION

### IMPORTANT TELEPHONE NUMBERS

Main Office	(415) 586-8200	Coaches' Office	(415) 586-8496
Admissions Office	(415) 586-1256	Development Office	(415) 586-9190
Attendance Office	(415) 586-8200 x250	Lindland Theatre	(415) 587-5866
Athletic Office	(415) 586-8495	Finance Office	(415) 586-8200 x227
Campus Ministry	(415) 586-8200 x262	School FAX	(415) 587-1310

### OFFICE HOURS

The Main Office hours are from 7:30 am to 3:30 pm Monday through Friday unless otherwise publicized. Summer and holiday hours may vary.

### WEBSITE

Archbishop Riordan maintains a website at [www.riordanhs.org](http://www.riordanhs.org)

### 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 become 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. Andrew Currier
Principal	Mr. Timothy Reardon
Dean of Academics	Mr. Michael O'Brien
Dean of Student Affairs	Mr. Brian Kelly
Dean of Students	Mr. Juan Zumbado

### DIRECTORS AND COORDINATORS

Director of Academic Technology	Mr. Vigen Rassam
Director of Admissions	Mr. Danny Curtin
Director of Alumni Relations	Mr. Paul Cronin
Director of Athletics	Mr. Bob Greene
	Mr. Jay'Sen Morris
Director of Campus Ministry	Mr. Alex Datoc
Director of Communications	Ms. Victoria Terheyden
Director of Counseling	Mr. Jon Aguilar
Director of Development	Mr. John Ring
Director of Facilities	Mr. Brandon Ramsey
Director of Information Technology	Mr. John Wu
Director of New Faculty Support	Ms. Diana Assereto
Director of the Resource Specialist Program	Mr. Nate Simon
Director of Security	Mr. Mark Modeste
Chief Financial Officer	Ms. Gloria Liu
Student Activities Coordinator	Mr. Joseph Klobas

## GENERAL INFORMATION

### HISTORY OF ARCHBISHOP RIORDAN HIGH SCHOOL

Archbishop Riordan High School is a Catholic secondary school for boys operating under the jurisdiction of the Department of Education in the Roman Catholic Archdiocese of San Francisco. Ms. Pam Lyons is the Superintendent of Schools.

Archbishop Riordan High School was opened in September of 1949 and was entrusted to the direction of the Society of Mary (Marianists). The Society of Mary is an international religious congregation of men in the service of the Catholic Church. Father William Joseph Chaminade founded the Society in 1817 at Bordeaux, France. This society has a unique characteristic in the Church. Its members—Brothers and priests, teachers and non-teachers—belong to it on a plane of absolute equality; there are differences in function, but none of rank, privilege, or prerogative. Education is the principal work of the Society, though a large number of religious are acts in other works of the apostolate such as preaching, parish work, orphanages, missions, and directing lay apostolate groups.

Archbishop Patrick Riordan invited the Marianists to California 1884. In the summer of 1886, five Marianists from Saint Mary's Stockton began the many years of service in San Francisco. At St. Joseph Parish in the downtown district of the City, they began a grammar school for boys. In 1906, the Marianist opened a high school department at Saint James while also conducting Saint James Grammar School in the Mission District. With the increasing demands for another and still larger boys' high school in San Francisco, the Marianist closed the high school department at Saint James in 1949, and opened a newly constructed high school at 175 Phelan Avenue. The newly founded Archbishop Riordan High School would serve as a monument to the memory of Archbishop Patrick William Riordan, D.D., the second Archbishop of San Francisco, 1884-1914.

### MISSION STATEMENT

Archbishop Riordan High School, an Archdiocesan Catholic High School in the Marianist tradition, prepares young men for leadership and lifelong success through its college preparatory curriculum, its co-curricular opportunities, its emphasis on formation in faith, and its dedication to community service and justice. In an atmosphere of diversity and strong family environment, Archbishop Riordan fosters development in faith, character, academics, technology, 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

#### THE MARIANIST DOXOLOGY

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

## **SCHOOL PHILOSOPHY**

Archbishop Riordan High School is a Catholic high school for boys, owned by the Roman Catholic Archdiocese of San Francisco and sponsored 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 Marianist 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 and 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.

## **HANDBOOK CHANGES**

Each fall the Student-Parent Handbook is provided to the students and posted on the Riordan website. The Administration reserves the right to amend this handbook at any time. Any amendment will be communicated to parents via the school webpage and written communication.

## ACADEMICS

### ACCREDITATION

Archbishop Riordan High School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). There is a six-year cycle in the accreditation process.

### CURRICULUM

A college preparatory program of studies is offered. Required courses are supplemented by a program of Honors classes, AP college level courses, and electives. For any further information please consult the Curriculum Guide.

### ACADEMIC COMMUNICATION

Archbishop Riordan High School utilizes two Learning Management Systems as academic communication tools, which provide students and parents access to the information regarding each of the student's courses. Teachers will post the syllabus for the course and the schedule and requirements of major assessments. Teachers are required to use Schoology and may use this Learning Managements System to distribute anything else pertinent.

### 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 in light of 21st Century learning and technology. 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 develop academic skills in each student. The program encourages - indeed, insists - that students take a hands-on, active, self-advocating approach to their own education and that they apply learning to real-life situations.

### SCHEDULE

Archbishop Riordan utilizes an A/B "modified block" schedule. The school year is split into two terms, Fall and Spring, with students taking 6-8 year-long courses. 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.

*See Appendix A for a copy of the 2019 – 2020 Bell Schedule*

## **GRADUATION REQUIREMENTS** for Class of 2020, 2021, 2022 and Onward

English	4 courses	40 credits
Social Science	4 courses	40 credits
Religious Studies	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
Electives	3.5 courses	35 credits

Credits for Graduation: 255

Christian Community Service Requirement: 100 hours

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

### **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. Archbishop Riordan High School's college preparatory graduation requirements exceed the A-G list.

The A-G course requirements are listed below:

A--History/Social Science:

Two years required (all courses listed below); three years 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--LOTE (Language Other Than English):

Two years of the same foreign language; three years recommended

F--Visual & Performing Arts:

One year, including dance, drama/theatre, music, and/or visual art

G--College Preparatory Elective: In addition to those courses required in "A-F" above, one a 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.

### **GRADING, REPORT CARDS**

Report cards are issued at the end of the semester. At the end of each quarter, notifications will be sent to check PowerSchool for the most updated grades. Only semester grades, with (+) or (-) removed, are entered on student transcripts.

The following grade scale is a general guideline for teachers:

A+ = 99-100%	B+ = 88-89%	C+ = 78-79%	D+ = 68-69%
A = 92-98%	B = 82-87%	C = 72-77%	D = 62-67%
A- = 90-91%	B- = 80-81%	C- = 70-71%	D- = 60-61%
	F = 59% or below		

Some Teachers use + and symbols to indicate achievement gradation. These symbols do not affect the GPA. Students who fail a course, or fail to complete a course, will receive a grade of “F” in that course and will not receive credit.

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 & con
F	0.0	Failure to understand or exhibit skills & concepts or violating school policies.
I	0.0	Incomplete - Make-up exams or assignments pending.

Note: The grade of F (Failure) or I (Incomplete) will be given whenever a student fails to meet the minimum objectives of the course. All F and I grades should be made up in order to continue as a student at ARHS. Archbishop Riordan High School reports to parents each semester by means of a mailed report card. *PowerSchool* is always available to students and parents for updated grades. This will be most important at the end of Quarters 1 and 3. (See subsequent section on *PowerSchool*).

### **ADD/DROP POLICY**

Dropping or changing any course for the next school year should be completed before May 31. Any changes after this date must be requested by using the online Course Change Request Form located on the school website.

In order to drop or change courses after the start of the school year, a student must first meet with his counselor, then complete a Course Change Request Form to be reviewed for final approval/denial by the Dean of Academics.

- Courses dropped after the fourth full week of school may be listed on the transcript as "Incomplete"
- Courses dropped after the 8th week of school may be listed on the transcript as "Fail."

### **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 online 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.

Students are NOT allowed to retake a class where they earned a C or better for credit. They are also not allowed to take a class during the summer in place of a Riordan class unless there has been an advance formal approval through their counselor or an administrator. 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 transcript to the Registrar.

### **FINAL GRADE APPEAL**

Within 10 days after a grade has been published a student and his parent(s)/guardian(s) have the right to go through a process to have an administrative review of a final grade. During the school year the process begins by emailing the Dean of Academics who will assemble a committee to review all evidence presented in the written appeal.

The written appeal must be submitted within 10 days of the final grade being published. The Dean of Academics will ask the teacher to review the appeal and submit a written response regarding the appeal and final grade. The assembled committee will review the appeal, along with the teacher response, and will conclude with a recommendation. The office of the Principal will communicate a decision usually within 30 days of the grade being published.

### **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.

### **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.

### **SCHOOLGY**

It is also expected that students and parents check Schoology, our Learning Management System (LMS), on a daily basis to receive up-to-date notifications of assignments, lesson plans, and assessment practices. While the Schoology gradebook may be synced with PowerSchool for convenience, we ask that you defer to the PowerSchool app for official grade status in the unlikelihood of a discrepancy.

### **ADVANCED PLACEMENT (AP®)**

Archbishop Riordan offers Advanced Placement courses to qualified students in the sophomore, 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
- Calculus BC
- Chemistry
- Chinese
- Economics
- English Language and Composition
- English Literature and Composition
- Environmental Science
- Government & Politics: United States
- Physics C: Mechanics
- Spanish Language
- Statistics
- United States History
- 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. An advantage to our new schedule allows for students enrolled in AP courses to have a consistent year-long course to prepare for the assessment in May.

### **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.

### **SCHEDULE CHANGE POLICY**

To request a change in schedule, a student must:

- 1) During the regular school year, contact your counselor and begin the required process.
- 2) During the summer, please refer to the directions found on the school's website.

**Note:** Schedule change requests will not be considered four weeks after the start of a semester, unless there is a documented need or extenuating circumstances.

### **ACADEMIC INTEGRITY**

Integrity is defined as a firm adherence to one's values at all times. In an educational environment of honesty and integrity, the work students submit is unquestionably their own. The Archbishop Riordan High School community believes any action that violates academic integrity diminishes the benefits of the

educational process, damages the ethical character of the individual student, and undermines the reputation of the school community. Archbishop Riordan High School's Academic Integrity Policy affirms the value learning for the sake of learning, and, therefore, demands personal integrity and intellectual honesty.

## **STUDENTS' RESPONSIBILITIES**

- Thoroughly familiarize yourself with the school's Academic Integrity Policy.
- Observe all course specific rules and consequences established by your teachers.
- Do not copy another student's work or let someone else copy your work. This may include, but is not limited to: homework, class work, take home tests, workbook assignments, study guides, or research papers from the current year or past years.
- Be aware that both the student using another person's work, and the student enabling the use of his work, are in violation of the Academic Integrity Policy. Both will be held responsible for the violation.
- Do not use study aids (such as Spark notes, Cliff notes, online summaries, etc.) as an alternative to completing a reading assignment. The use of these sources does not replace the student's responsibility to read the assigned book.
- Only work with others when the teacher has specifically given permission to do so. If in doubt, ask the teacher.
- Do not reuse a previously submitted assignment to fulfill a subsequent assignment.
- Seek appropriate help from parents, tutors, or other students; check with the teacher prior to receiving that help to know what assistance is appropriate. Do not have others complete any part of your assignment.
- If collaboration has been specified as permissible, you are responsible for participating equitably and your work must reflect an individual honest effort.
- On papers, do not summarize, paraphrase, or quote without proper documentation.
- Refer to the style guide indicated by your teacher for specific instruction on proper citation.
- During tests and quizzes, keep your eyes on your own work.
- Unauthorized electronic devices or printed aids must not be used during quizzes, tests, and/or exams.
- When in doubt, clarify with the teacher what aids may be used on the test, quiz or assignment (calculator, notes, etc.).
- Do not talk during assessments without permission from the teacher.
- Do not violate the integrity of the testing process by discussing any aspect of a test or quiz until the teacher has returned it, or has given you permission to discuss it.
- Do not use absence as a means to avoid an academic responsibility. Intentional absenteeism on the day of a test, quiz, or on the due date of a major assignment, is a direct violation of the Academic Integrity Policy.

## **PARENTS' RESPONSIBILITIES**

- Become thoroughly familiar with the school's Academic Integrity Policy.
- Ensure your son understands that you value academic integrity, you support the school's policy, and expect your son to comply.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Inform your son of your expectation that he complete his own work. Intervene and redirect your son if you witness any abuses of the policy.
- When helping your son with assignments, ensure his work remains his own.
- Understanding that intentional absenteeism on the day of a test, quiz or on the day a major assignment is due, is in direct violation of the Academic Integrity Policy. Do not enable your son to use absence as a means to avoid an academic responsibility.

## TEACHER RESPONSIBILITIES

- Be precise about expectations for students by clearly articulating the Academic Integrity Policy.
- Address the use of study aids such as Spark notes, tutors, etc., as it relates to specific coursework.
- Clearly specify when collaboration with other students is permitted.
- Report violations of the Academic Integrity policy regarding your own students, to the Dean of Academics or an administrator. Report violations of the policy regarding another teacher's class assignments to that teacher.
- Communicate with parents when a violation has occurred.

## ADMINISTRATIVE RESPONSIBILITIES

- Communicate policy updates regarding academic integrity to all members of the school community.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy with all constituents.
- Provide counsel to students who are in violation of the Academic Integrity Policy, including parents as deemed appropriate.
- Investigate patterns of student absence to avoid tests, quizzes, or major assignments.
- Maintain records of Academic Integrity Policy offenses.

### Consequences for Violations of the Archbishop Riordan High School Academic Integrity Policy

<i>Consequence</i>	<i>Occurrence</i>			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Extreme Violation
Zero on work	X	X	X	X
Inform Dean Of Academics	X	X	X	X
Inform Parent/Guardian	X	X	X	X
Official Record/College Reportable Offense		X	X	X
Home Suspension		X	X	X
Disciplinary Review Board hearing/ possible dismissal			X	X

Violations of the Academic Integrity Policy are recorded, and consequences are enforced cumulatively, throughout a student's entire tenure at Archbishop Riordan High School.

\*Students who violate the Academic Integrity Policy for significant essays, major projects, or semester exams are all considered extreme violations.

Offenses may include but are not limited to:

1. Copying or downloading another student's work.
2. Giving or receiving unauthorized aid. (Authorized 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.)

### **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 satisfactory completion 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.

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 Failing grades that have not been repaired
- Two semesters below a 2.0 (do not have to be consecutive)
- Cumulative GPA remains below 2.0 for two consecutive semesters.

### **TRANSCRIPTS**

For current students, transcripts are free of charge. Parental permission is required to release records for any student less than eighteen years of age. The fee for alumni is \$10 for each request.

### **GRADUATION AND BACCALAUREATE MASS 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.

In addition, students will be required to receive clearance from the following office and departments in order to participate in the Graduation events:

- Finance Office [Tuition & Outstanding Fees]
- Athletics [Equipment & Uniform]

- Campus Ministry [Community Service Requirements]
- Dean's Office [All disciplinary obligations must be met]
- Furthermore, every senior present at the Graduation Ceremony is:
- Required to be clean-shaven and neatly groomed, following the school grooming code
- Required 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
- 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.

### **VALEDICTORIAN**

Based on G.P.A., the rigor of the academic program, and contribution to the ARHS community over all four years, a valedictorian will be chosen from the senior class. In the event that one student cannot be distinguished, a co-valedictorian may be recognized. 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.

The valedictorian will represent his senior class as the speaker at Graduation. In the event that there is more than one valedictorian, each has the option of writing and presenting a short speech to a committee comprised of the other nominees and representatives from the Curriculum Council and Administration. The valedictorian will lead the class in the graduation procession and be recognized during the ceremony and presented with a medal of honor. The honor of speaking at graduation is dependent on the student's good standing relevant to the Mission of Archbishop Riordan High School.

# CHRISTIAN COMMUNITY SERVICE REQUIREMENT

## CHRISTIAN COMMUNITY SERVICE REQUIREMENT (CCSL) “50/50”

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

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

This program\* is to be completed during non-school hours in a non-profit agency, under the guidelines established by the Campus Ministry Director. Students who do not complete 100 hours will not receive a diploma.

- One hundred (100) Christian Community Service Hours must be completed by the student’s first day of senior year. At least 50 hours must be SHED (working directly with the **Sick, Homeless, Elderly or Disabled**).
- All service hours must be properly documented and submitted to the CCSL Director within 6 months of completing the service.
- Students are required to present a verbal and written report about their service during their junior year Theology course. Students should check with their junior Theology instructor for specific deadlines regarding this project.
- Support Hours must be done for a non-profit agency. They may not be done in a family business or one’s home.
- SHED Hours supersede Support Hours, therefore a student may complete 100 SHED Hours to fulfill their Christian Community Service Learning requirement. SHED Hours must involve working directly with one of four populations: Sick, Homeless, Elderly or Disabled.
- *Students who have not met the service hour requirement by the end of the first quarter will be declared ineligible and will not be allowed to participate in any extracurricular activities (e.g. athletics and practices, drama functions, student parliament functions, dances, and other activities) until the service hours are completed. Once hours are completed, student will regain eligibility for all extracurricular activities.*

### Requirements for the classes of 2020 and 2021:

<p><u>Freshman Year</u> 15 SHED 15 Support <b>Due the last day of Freshman year.</b></p>	<p><b>Freshmen are required to complete and verify at least 30 hours (15 of which must be SHED), by the end of their first year of school.</b> Freshmen are introduced to Christian Community Service Learning and begin developing habits and skills that will continue through the summer and all four years at Archbishop Riordan High School. Freshmen will have a checkpoint at the end of Easter Break and are expected to have at least 10 hours completed and verified (5 of which must be SHED).</p>
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<p><u>Sophomore Year</u> +15 SHED +15 Support <b>Due the last day of Sophomore year.</b> <i>Cumulative of 60 hours</i></p>	<p><b>Sophomores are required to have completed and verified an additional 15 SHED and 15 Support hours, for a total of 60 hours (30 of which must be SHED), by the end of school.</b> As Sophomores, students are encouraged to explore new and unique service opportunities to help diversify their service experiences and continue working towards their graduation requirement.</p>
<p><u>Junior Year</u> +20 SHED +20 Support <b>Due the last day of Junior year.</b> <i>Cumulative of 100 hours</i></p>	<p><b>Juniors are required to have completed and verified an additional 20 SHED and 20 Support hours, for a total of 100 hours (50 of which must be SHED), by the end of school.</b> As Juniors, students continue to work towards their graduation requirements and are encouraged to explore new opportunities where they can feel most spiritually fulfilled.</p>
<p><u>Senior Year</u> <b>COMPLETED</b> 100 hours completed 50 must be SHED</p>	<p><b>Seniors are required to have completed and verified all 100 hours, including a minimum of 50 SHED hours, by the start of school.</b> As Seniors, students may present their community service hours as part of their college applications, for college scholarships, and foster their relationships with agencies and supervisors for letters of recommendation and potential summer internships. Seniors may also continue to accumulate more service hours for their transcript record.</p> <p><b>Seniors who do not report completion of their service requirement during the first week of school will be placed on probation. If it is still not completed by the end of the 1st Quarter, the senior will be INELIGIBLE for any activities. If hours are not completed BEFORE their first final exam will not receive their diploma at Graduation. The diploma will be held back until the CCSL requirement is fully completed.</b></p>

### **Christian Community Service Hours Requirement for Transfer Students**

Students who transferred to ARHS as Sophomores, Juniors, or Seniors have the following adjusted Christian Community Service Learning requirements for graduation and breakdown.

Mid-year Transfers: Sophomores and Juniors that transfer to ARHS after Christmas Break have until the start of their following school year to complete their service hours.

<p><u>Sophomore Year Transfers</u> (75 hours total) 45 SHED 30 Support</p>	<p><b>By the end of 3rd quarter of Sophomore year have completed:</b> <b>15 SHED and 10 Support</b></p> <p>By the end of 3rd quarter of Junior year have completed: +15 SHED and +10 Support</p> <p>By the end of 3rd quarter of Senior year have completed: +15 SHED and +10 Support</p>
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<p><u>Junior Year Transfers</u> (50 hours total) 30 SHED 20 Support</p>	<p><b>By the end of 3rd quarter of Junior year have completed:</b> <b>15 SHED and 10 Support</b></p> <p>By the end of 3rd quarter of <b>Senior year</b> have completed a cumulative: +15 SHED and +10 Support</p>
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<p><u>Senior Year Transfers</u> 15 SHED <b>Due by:</b> <b>End of Easter Break</b></p>	<p><b>Senior year Transfers have until the <u>end of Easter Break</u> to complete a total of 15 SHED hours.</b> Seniors will work closely with Campus Ministry to make and implement a Christian Community Service Learning plan that would ensure completion of this requirement by the given date.</p> <p><b>Seniors who do not report completion of their service requirement BEFORE their first final exam will not receive their diploma at Graduation. The diploma will be held back until the CCSL requirement is fully completed.</b></p>
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**Requirements for the Class of 2022+**

<p><u>Freshman Year</u> 15 SHED 10 Support <b>Due the end of 3rd Quarter.</b></p>	<p><b>Freshmen are required to complete and verify at least 25 hours (15 of which must be SHED), by the end of the 3rd quarter of school.</b> Freshmen are introduced to Christian Community Service Learning and begin developing habits and skills that will continue through the summer and all four years at Archbishop Riordan High School. Freshmen will have a checkpoint when we return from Christmas Break to ensure progress and proper use of the online verification system.</p>
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<p><u>Sophomore Year</u> +15 SHED +10 Support <b>Due the end of 3rd Quarter.</b> <i>Cumulative of 50 hours</i></p>	<p><b>Sophomores are required to have completed and verified an additional 15 SHED and 10 Support hours, for a total of 50 hours (30 of which must be SHED), by the end of 3rd quarter.</b> As Sophomores, students are encouraged to explore new and unique service opportunities to help diversify their service experiences and continue working towards their graduation requirement.</p>
<p><u>Junior Year</u> +15 SHED +10 Support <b>Due the end of 3rd Quarter.</b> <i>Cumulative of 75 hours</i></p>	<p><b>Juniors are required to have completed and verified an additional 15 SHED and 10 Support hours, for a total of 75 hours (45 of which must be SHED), by the end of third quarter.</b> As Juniors, students continue to work towards their graduation requirements and are encouraged to explore new opportunities where they can feel most spiritually fulfilled.</p>
<p><u>Senior Year</u> +15 SHED +10 Support <b>Due the end of 3rd Quarter.</b> <i>Cumulative of 100 hours 60 must be SHED</i></p>	<p><b>Seniors are required to have completed and verified all 100 hours, including a minimum of 60 SHED hours, by the end of 3rd quarter.</b> As Seniors, students may present their community service hours as part of their college applications, for college scholarships, and foster their relationships with agencies and supervisors for letters of recommendation and potential summer internships. Seniors may also continue to accumulate more service hours for their transcript record.</p> <p><b>Seniors who do not report completion of their service requirement BEFORE their first final exam will not receive their diploma at Graduation. The diploma will be held back until the CCSL requirement is fully completed.</b></p>

### FRESHMAN 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 freshmen 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 Freshman counselor is responsible for the oversight and enforcement of the Frosh Marianist Program with the active support of the school's faculty and administration. Any freshmen attaining ten points will receive a special Marianist plaque and award.

*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)
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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)
3.0 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

### 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 50% of their scheduled day 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:

Attendance Office (415) 586-8200 ext. 250 – Mrs. Nora Birmingham

If the student is to be absent for part or all of the school day, a parent/guardian must call the Attendance Office BEFORE 9:00 am 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, and the student may receive a zero for missed classwork, quizzes or tests.

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: field trips, retreats, guidance appointments, athletics, drama and music performances. Upper division students are allowed to miss three school days for college visits, if their counselor approves it. 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:

- 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.
- When a student accumulates seven total non-school related absences, he will be required to bring in verified medical notes for any future absences.
- If a student goes over eleven absences, the administration may review his status and the may become liable for dismissal or failure of the course(s).
- Failure to produce a valid medical verification may result in detentions, suspension, and in extreme cases liable for dismissal.

## **Tardy Policy**

- A tardy is defined as not being seated by the time the period begins.
- Consequences for excessive tardiness (non school-related) are as follows:
- After 8 Tardies a student is liable for suspension.
- After 15 Tardies a student becomes liable for disciplinary probation and further disciplinary measures.
- Being late over 30 minutes equals an absence.

## **STUDENT EMPLOYMENT**

No student may begin employment prior to the conclusion of the school day. Work permits for after-school jobs are available with the Attendance Secretary, Mrs. Nora Birmingham, (415) 586-8200 ext. 250.

## **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 the parent/guardian or other adult whose name appears 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 Office Administrative Assistant, 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**

Following Illness:

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 student's first class 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.

### **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. Please abide by all traffic signs when exiting the parking lot.

## 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 with 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 overseeing the implementation of ARHS' discipline code has been delegated to the Dean of Students. The Dean of Students, 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.
- Respect the dignity, rights, and freedoms of fellow students.
- Recognize, honor and respect the ethnic, cultural and racial diversity of the student body.
- Respect the property of others and the school.
- Be attentive, responsive, and courteous in assemblies, rallies, meetings and liturgies.
- Be sensitive and responsive to those less fortunate and in need.
- Actively contribute to the learning process and academic environment necessary for it.
- Follow the rules and norms in the classroom as set forth by each teacher.
- Be punctual to all classes, including homeroom and meetings.
- Use language that positively expresses his opinions without the use of vulgarity
- 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, the Internet, social media, and school-related activities, reflects upon ARHS and may affect his standing as a member of the ARHS community.

## DRESS AND GROOMING CODES

### STUDENT DRESS AND GROOMING

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 of Students may begin to assign detentions in lieu of demerits. The Dean of Students may also require a student to go home to change and each class block missed will be counted as a cut.

### Student Dress

All students must attend school wearing a shirt, pants [or shorts], 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.

### Shirts

- Polo shirts bearing the school logo or block R must be purchased through Sports Packs
- The formal dress shirt must be an oxford cloth dress shirt.
- Undershirts must be white or gray and worn under the uniform shirt and graphics, logos, or writing must not be visible through the uniform polo or dress shirt.

### Undershirts

Only white, gray, or black, short- or long-sleeved undershirts may be worn UNDER the uniform shirt. Writing on t-shirts may not be visible through the uniform shirt.

### Pants

- Pants and shorts may not be oversized, baggy, rolled, cropped, torn, or unhemmed. Pants must be worn at the natural waistline and in good repair.
- Khaki pants may be purchased from A+, Dockers, Old Navy, Gap or another vendor that sells pants in a traditional cut. Carrhart, Ben Davis, and Dickies brands are not acceptable. Flared, jean-style/five pocket, workman-style, skinny, cargo, boot cut, or other non-traditional styles of khaki pants may not be worn.
- Any khaki brown color is acceptable.

## **Belts**

All students are required to wear a belt. Only black or brown leather belts may be worn. The buckle may not be oversized.

## **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.
- The following shoe brands/types are allowed: Sperry's, Tom's, and Short-Ankle Timberlands.
- If shoes have laces, they must be tied at all times.
- 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 am, when the first bell of the day rings, all non-ARHS outerwear **MUST** be put away in students' lockers.

## **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 sweaters, sweatshirts, jackets, and fleeces 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, bandanas, 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 of Students 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 for a shaving infraction. Failure to comply with such request makes a student liable for suspension. Any class missed will be considered a cut.

## Hair

Hair should be neat, clean and presentable. Unbecoming, bizarre, overly messy or distracting hairstyles are considered inappropriate and, therefore, will not be permitted. Product can be used in the hair to bring it into compliance. **The Elastic Clause will be used to make all interpretations.** Students out of compliance will be sent home to cut their hair. **Failure to comply makes the student liable for suspension.**

- Hair must be CUT to: the bottom of the ear on the sides, above the eyebrow in front, and above the collar in the back.
- Ponytails (tails of any kind), mohawks, mullets, braids, and cornrows are not permitted.
- Shaved lines and designs (including on the eyebrow) are not permitted.
- Hair must be its natural color. Hair dye is prohibited.

## Formal Dress Days

On designated formal dress school days, students must wear:

- An Oxford-cloth white dress shirt
- An ARHS logo tie, solid Purple tie, or solid Black tie
- ARHS Gray Sweater. Gray, v-neck formal sweaters bearing the Riordan logo may be purchased through Sports Packs.
- 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 detentions as follows:

1 <sup>st</sup> Time Without Formal Dress	=	1 Detention
2 <sup>nd</sup> Time Without Formal Dress	=	2 Detentions
3 <sup>rd</sup> Time Without Formal Dress	=	4 Detentions
4 <sup>th</sup> Time Without Formal Dress	=	Suspension

The Dean of Students reserves the right to send home students with excessive warnings and or demerits for dress code and or grooming code violations.

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. During certain times of the year, students may decide to use make-up/face paint to express Spirit. This kind of display is only appropriate during Spirit Week. Students who violate this privilege may be sent home to remedy it. 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 increase. All unclaimed items will be donated to charity at the end of each semester.

## CAMPUS CONDUCT

### **CONDUCT ON CAMPUS, IN THE CLASSROOM, AND IN THE COMMUNITY**

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 of Students. Any major offense, or excessive minor offenses, will be referred to the Dean of Students.

#### **General Classroom Guidelines**

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

- 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.

#### **Behavior at 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 [this includes his language]. The school expects its students to behave as young gentlemen and conduct themselves with dignity and respect at all times.

#### **Behavior at 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. It is required that all students, coaches, and spectators will respect the ceremonial events of each sporting event and follow the standard directions for such ceremonies. Finally, ARHS students should never berate and/or harass opposing student-athletes, or make 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.

#### **Severe Clause**

Extreme behavior from any student may result in an automatic referral to the Dean of Students, a phone call or email communication to his parents/guardians, 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 without special written permission from the Dean of Students.

### 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 7:00 am – 6:00 pm Monday through Thursday. Friday 7:00 am – 3:30 pm. Students must enter the Herbst Foundation Library quietly, and remain quiet at all times out of respect to other students, faculty and staff. The Librarian and Library Staff will discipline, and if necessary, refer to the Dean of Students, any student who disrupts the academic atmosphere of the Library. Eating and drinking in the Herbst Foundation Library is not allowed.

### 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 – Chaminade Hall

Students are to walk to and from Chaminade Hall (i.e., the cafeteria) in a civil manner at all times. Students are to leave the cafeteria at the warning bell. While eating lunch in the cafeteria is encouraged, students may also eat lunch in the parking lot or the courtyards. Eating in all other areas of the school is prohibited. The privilege to eat outside 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.
- Students who chose to eat outside are also required to abide by the same policies.

### **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 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 a member of the Athletics Department.

### **Food Delivery Service**

Students ARE NOT allowed to use apps such as DoorDash or Grubhub (or any other app) to have food or any other item delivered to the Riordan campus. This constitutes a security risk where the school does not know the personnel that is on our campus.

### **Lockers**

Lockers are the property of ARHS, not the student. Lockers assignments are a privilege granted to each 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 of Students. The school reserves the right to enter a student's locker at any time.

Students may decorate the interior of their lockers in an appropriate, tasteful, and non- permanent manner.

- 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 of Students. There will be a \$5 charge if a lock needs to be cut off.
- The school is not responsible for property left unattended. Students must lock all valuables in their lockers (iPads, laptops, phones, wallets, clothing) at all times to avoid any loss of personal property.

### **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.

## **After School and Jaywalking**

Students should refrain from gathering in front of the school on Phelan Avenue following dismissal. Students waiting for a bus may remain in front. All students must use the crosswalks when walking across Phelan Avenue. Jaywalking will result in two detentions.

## **Prohibited Items**

*Unsanctioned use of personal electronic devices (i.e., iPods, cell phones, portable gaming systems or similar electronic devices) detracts from the academic environment.* As such, these items must be set to silence and hidden from sight during class times, and may be confiscated by Faculty and Staff at will. Phones will no longer be taken from students, but students will receive automatic detention if the phones are seen during the school day.

Permanent marker pens and other items deemed inappropriate for school are strictly prohibited. Confiscated items will only be returned to parents after a conference with the Dean of Students. Unclaimed items will be **donated to charity** at the end of each semester.

## **Lost or Stolen Items**

The school WILL INVESTIGATE but is *NOT RESPONSIBLE FOR* lost or stolen items. 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 with the Dean of Students Office and the Athletic Director. The Dean of Students has a Missing Items Report Form that should be filled out by students when articles are missing and/or believed stolen.

## **Assemblies and 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 a quiet and 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.

## **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.

## Dance Rules

### Hours:

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

### 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:

- Apparel must be neat, clean, and appropriate for a Catholic school event.
- No garment may be altered during the dance/event. This includes removing a garment to expose a top that is not on the approved list
- No hats
- No tank tops or jerseys
- No sweat pants/running pants, or sagging pants
- All clothing must fit properly
- All ARHS grooming standards apply. However, earrings are allowed.
- No clothing found offensive, degrading, or inappropriate – you will be turned away at the door
- NO HARD-SOLED shoes, no flip-flops
- Shoes must be worn at all times. Students may wear open-toed shoes, as long as they are sandals with straps that secure the shoe on the foot.

### Dress Code for Women:

- Apparel must be neat, clean, and appropriate for a Catholic school event.
- No garment may be altered during the dance/event. This includes rolling of skirts or shorts, or removing a garment to expose a top that is not on the approved list.
- All dresses and tops must be worn with the appropriate foundations and must fit appropriately.
- Undergarments should not be visible.
- No plunging necklines. No cleavage. No exposed backs
- No exposed midriffs. Students may be asked to raise both arms to ensure the top entirely covers the midriff even with arms raised.
- No sleeveless dresses or tops. Students must have a minimum of a 2" strap. No spaghetti straps. A jacket, shawl, or sheer insert will not substitute for covering exposed areas on a dress or top.
- Dresses, skirts, shorts, or rompers must fall below the fingertips of the girl when her arms are by her side. All front, side or back slits must also be the same length. Any student wearing a dress, skirt, shorts, or romper that appears to be of an inappropriate length will be expected to walk a few steps and without pulling the garment down. The dress, shorts, skirt or romper must not be shorter than the length of her fingertips after walking.

- NO HARD-SOLED shoes, No HIGH-HEELED SHOES, no flip-flops
- Shoes must be worn at all times. Guests may wear open-toed shoes, as long as they are sandals with straps that secure the shoe on the foot.

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
- Time-outs" will be given 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.*

### **DISCIPLINARY INVESTIGATIONS**

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. Failure to fully cooperate may result in dismissal from the school.

In the process of a disciplinary investigation, a student may be removed from his class or classes. Any student that lies, is dishonest, or misleads in the process of a disciplinary investigation may be liable for disciplinary action including, but not limited to any combination of the following: detention, suspension, or dismissal.

In addition, some disciplinary investigations may require a student to provide his cell phone and or iPad and unlock code. Refusal to turn over access codes to electronic devices will make the student may be liable for disciplinary action including, but not limited to any combination of the following: detention, suspension, or dismissal.

Any student caught tampering with a disciplinary investigation (e.g. asking other students to lie; deleting messages from electronic equipment; falsifying documents) will be liable for dismissal.

### **Insubordination & Disrespect**

Any student found to be disrespectful to any person employed by ARHS may be suspended immediately, his parents notified, and a parent conference convened with the Dean of Students. This includes any online communication or communication through various means of social media. The severity of the punishment will be determined by the Dean of Students 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, may be liable for disciplinary action including, but not limited to any combination of the following: detention, suspension or 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.

### **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, Vaping, & E-Cigarettes**

Students, regardless of age, are prohibited from smoking, vaping or using e-cigarettes at any time on school grounds or within a quarter-mile radius of the school campus. Smoking, vaping, and the use of e-cigarettes 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. All cigarettes, e-cigarettes, vaping devices, and tobacco products 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. 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 to a school authority may be interpreted as a theft.

### **Dishonesty**

Students who withhold information, 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 must find nonviolent ways to resolve the dispute. A majority of physical confrontations arise from misunderstandings, and such situations 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, drug paraphernalia 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 comply with this policy, 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., that use contraband sniffing dogs to detect the presence of, or residual odors of, illegal substances included, but not limited to, alcohol, marijuana, cocaine, heroine, firecrackers, and flash powder. Under the direction of the Dean of Students, or his designee, K.I.D.S. 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 K.I.D.S.' 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, invitations [including electronic communication]

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

## **HATE SPEECH POLICY**

Archbishop Riordan High School prides itself on celebrating and respecting the racial, ethnic, social, and cultural differences that are represented in its student body. Speech that divides the Archbishop Riordan community runs counter to the teachings of Christ, the mission of our high school, and Archdiocesan policy. Therefore, hate speech of any kind is expressly prohibited.

Hate speech can be language written, spoken, signed or worn on clothing. Additionally, posts on ANY social media platform, including texts messages or video messages sent to others will be liable for disciplinary action.

The administration will decide the intent of any language once any and all facts are gathered.

Any student engaging in speech that is NOT intended to injure a particular party or person but may still be offensive or insensitive along racial, cultural, ethnic or social lines may be subject to one or more of the following consequences: detention, a parent meeting with the Dean of Students, and other possible disciplinary actions.

Any student engaging in speech that IS INTENDED to harm, injure, degrade, and or ridicule another person or party along racial, cultural, ethnic or social lines will be liable for an immediate at home suspension and POSSIBLE DISMISSAL.

#### 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 too 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, withdrawal. 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.

#### Good Samaritan Clause

Any student that is a witness to a serious offense (e.g. bullying, fighting, harassment) and does not report it **may** be subject to disciplinary action.

#### 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

All violations must be reported in writing to the Dean who of Students who will assign the appropriate disciplinary commitment. Dean of Students reserves the right to issue a grade based on the student's conduct. Dean's Conduct grades are used to assess student progress and may be liable to be reported on final college transcripts.

### Detention

Detention periods will be held every day except Friday and will last fifty minutes. A student who receives a detention on a Friday will serve on the following Monday. Saturday detention (JUG) will last for two or more hours when applicable.

Failure to show for detention will make a **student liable for suspension. Student may lose other privileges in addition to or in place of being suspended.** Detention will be given for the following offenses:

- Tardiness
- Dress Code
- Class Disruption
- Any violation of the Standards of Student Conduct stated in this handbook.

Any student that accrues 5 or more detentions will be liable for suspension. Excessive Detentions (8 or more) in a quarter may result in probation, ineligibility, and or possible dismissal.

### Suspension

Suspension is the removal of a student from classes by the Dean of Students or his designee. When a student is suspended, the parents are notified and the student is sent home. Students may also be assigned in-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. Suspended student-athletes, student-actors, and student-musicians will not be allowed to participate in a contest or performance the week of the suspension. This same policy applies to students who participate in other activities and will be enforced at the discretion of the Dean of Students.

### Reportable Suspension

The Dean and the Administration have the designation to determine if a suspension is a reportable infraction when it comes to college applications and permanent record. All severe discipline infractions will be considered reportable suspension.

### Mandatory Absence

The Dean of Students and the Administration have the ability to code some infractions as a Mandatory Absences to prevent a first time and/or minor incident to be considered a reportable issue for college applications.

## **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 8 detentions in one quarter.
- A student who receives the equivalent of 3 U's in conduct [2 N's = 1 U] on his report card from any of his teachers, homeroom moderator or the Dean of Students.

## **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 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 who, while on Probationary Status, receives 3 U's in conduct [2 N's = 1 U] on his report card from any of his teachers, homeroom moderator or the Dean of Students may be moved to Ineligible Status.
- 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.

The Dean of Students and/or Administration has the ultimate authority to place or remove a student on probationary or ineligible status.

## **Conduct Grades**

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

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) Communication to parent/guardian required.

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 is suspended from school

### **Dismissal/Expulsion**

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 with the Dean of Students. The Appeal Process will be conducted at follows:

Letters of appeal must be submitted to the Principal's Office **within two working days of the student being asked to withdraw**. The form will be available upon parent or guardian request from the Assistant to the Principal.

1. The Principal and President will review the Appeal. If the Principal and/or President agree to accept the appeal, a disciplinary panel will be convened. If the President or Principal denies the appeal, the student must withdraw.
2. The Disciplinary Review Panel, after weighing all facts, will recommend to the Principal or President whether or not a student may continue at Archbishop Riordan High School.
  - a. Under the rules of the Disciplinary Review Panel, the student in question may have one faculty member of his choice speak on his behalf.
  - b. If the Disciplinary Review Panel recommends that the student stays, certain conditions may be applied to the student, such as disciplinary probation, disciplinary ineligibility, and/or a behavioral contract.
3. All decisions are then presented to the President who in turn confers with the Superintendent to make the final determination for the student.

### **Re-Application After Dismissal:**

Once a student has been asked to withdraw due to disciplinary or academic reasons, he may be eligible for readmission based on certain criteria.

1. The student must re-apply with the Director of Admissions, and follow admissions protocol as directed.
2. The Director of Admissions will meet with the student in question, and determine if the criteria has been met for consideration of readmission.
3. If the Director of Admissions determines that the criteria has been met and consents in the affirmative, a review panel will be convened.
4. The Readmission Review Panel will consist of the Dean of Students, the Director of Guidance, and a third person selected by the Dean of Students.

5. The Review Panel will then give its recommendation to the President and Principal for final approval of re-admission.

Prospective Students Applying to Archbishop Riordan following Dismissal from another High School:

1. The student must apply with the Director of Admissions, and follow admissions protocol as directed.
2. The Director of Admissions will meet with the student in question and determine if the criteria has been met for consideration of admission.
3. If the Director of Admissions determines that the criteria has been met and consents in the affirmative, then a review panel will be convened.
4. The Admission Review Panel will consist of the Dean of Students, the Director of Guidance, and a third person selected by the Dean of Students.
5. The Review Panel will then give its recommendation to the President and Principal for final approval of admission.

***Elastic Clause***

*The Dean of Students 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.*

## TECHNOLOGY REGULATIONS

### CAMPUS REGULATIONS FOR TECHNOLOGY

The use of technology for educational purposes provides ARHS students with tools for fantastic opportunities in the present and in the future. More importantly, it falls under the Characteristics of Marianist Education: Educate for adaptation and change. However, as with all tools, technology for education can be misused. Therefore, the administration has put the following guidelines in place.

All iPads and all other electronic devices will be subject to search at any time. iPads and electronic devices must be free of pornography, media that promotes hate speech and or violence, media that promotes bullying or degrading behavior of other people at all times. Under the elastic clause, the administration reserves the right to make the final interpretation on what "appropriate media entails."

- Students are forbidden to instant message (IM) or engage in web chat that promotes racism, sexism, homophobia, violent and or bullying behavior. Chat that also seeks to degrade or maliciously embarrass another person is expressly forbidden.
- Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, and or malicious comments on **any social media platform** (i.e. *Facebook, Twitter, Instagram*)
- Students are never allowed to use any device to film or photograph any person within the ARHS community without his or her clear consent. Furthermore, if any unsanctioned videos or photos are posted to any form of social media without the subject's clear consent, students will be directed to remove the posts in question and be subject to disciplinary action, dismissal, and possible legal prosecution.

### ARHS Acceptable Use Policy

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' 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:

- 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 not limited to the following areas: threatening or obscene material, material protected by trade secrets, or pornographic material.
- ARHS assigns a Riordan email address to each student which is to be used as a "professional educational" email. Archbishop Riordan owns and monitors all emails on the riordanhs.org domain. Student email may not be used in inappropriate ways and may only be used for school or college related correspondence. Students are required to check their email on a daily basis and respond appropriately with other students, staff and faculty.
- Any use of computer or network that may cause a disruption is prohibited.
- Students may not download any programs from the internet.
- ARHS's iPad Program allows students to use their mobile iPad device while on campus and in class with their teacher's instruction. The wireless network may be used to access the internet with their device. Laptops or other mobile devices (other than an iPad) are only allowed with Administrative approval. The use of any personal computing device and access of the network while at school is governed by the Technology Ethics Codes and Use Policy.
- Sharing ARHS computer account passwords between students is prohibited.
- No food or drinks are permitted in computer labs [114, 208, and 221] or library. No exceptions.

## **ARHS Technology Ethics Code**

As a student at ARHS:

- I understand that anything I communicate through ARHS 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 and social media 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 [unauthorized access of private information] 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 with Technology**
- Any illegal activity, including sending threatening or obscene email 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.

## EMERGENCY PROCEDURES

Every student must submit an emergency card **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.

Please see Emergency Procedure addendum.

## STUDENT SERVICES

### CAMPUS MINISTRY

To “Educate for Formation of Faith” ranks first among the distinctive “Characteristics of a Marianist Education. 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 the Crusader Mentors. Comprised of sophomore, junior and senior leaders, the Crusader Mentors are trained to guide the newest members of the school into full participation in the ARHS community. Prior to the beginning of each school year, the Crusader Mentors host 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, daily prayer, and monthly Fellowship Liturgies, 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 Marianist-Living in Faith Experience (LIFE) Program, a Christian leadership program for selected seniors from the Marianist schools in the Province of the United States, and in the Liturgical Training Workshop sponsored by the Archdiocese of San Francisco. Marianist Life Communities (MLCs) are held in the early evenings once a month to provide an opportunity for students to come together to share their faith, fellowship and a meal together.

### COUNSELING

The Counseling Department is an integral part of each student’s life at ARHS. A wide range of services are offered to meet the academic, social, and personal needs of the student body. Although each divisional counselor meets with his/her students periodically throughout the year, 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.

### College Guidance

The College Counseling program at ARHS provides students with comprehensive information about post-secondary educational options. Through individual and family meetings, evening and lunch programs and workshops, students and families are guided and supported through the college admissions process and post high school plans. This process begins in freshman year and continues through senior year where divisional counselors work closely with the Head of College Counseling to provide relevant support to students in each division. Over 60 representatives from colleges and universities visit our campus and present to the students. The College Case Studies meeting is a special program offered to juniors and their parents. Over 90 college representatives take parents and students through a mock admissions process to get a firsthand look at the intricacies of college admissions. Riordan is one of five high schools in San Francisco participating in this highly successful program.

College Counseling also utilizes Naviance, an online service that is a resource and database to assist in the college search and application filing process.

### **Confidentiality with Counselors**

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.

## CO-CURRICULARS

### STUDENT ACTIVITIES

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

### Student Parliament

The Student Parliament 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 officers, and a faculty moderator. Written minutes of all meetings are submitted to the Administration and posted.. Members of Student Parliament have the responsibility of being role models to their peers. Any Student Parliament officer who fails in his duties or exhibits disciplinary problems may be removed from the office by the Administration.

### House System

As part of efforts to further build a strong school community, in the 2017-18 school year Riordan launched a House System based on models found at other Marianist high schools. Each student is assigned a House that he will be part of during his entire career at Riordan. There are four Houses, House of Bolts, House of Cana, House of Pilar, and House of Russi, each led by a House Provincial and student leadership team. All students are expected to participate in House activities, including Mentor Group meetings.

### 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. The following is a sample of some clubs that may be available at ARHS:

Amnesty International Club	Fantasy Arcade Club
Art Club	Guitar Club
ASA Club	History Bowl Club
BBQ Club	HOW Club
Blue Grass Club	Knights of Riordan
Chorale Club	Kung Fu Club
Climbing Club	Lancers
CSF Club	Latinos Unidos Club
DJ Club	Makers Club
Drama Club	Math Club
E-Sports Club	Movie Club
Golf Club	PAC Club
Newspaper Club	Photography Club
NHS Club	Quiz Bowl Club
Poly Club	

## **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 grades 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 10 points under the following system: A counts for 3 points, B counts for 1 point, with Honors and AP courses granting an additional point. Students may use no more than 5 courses to qualify. Physical Education and non academic courses are not counted. Two courses must be from List 1, and a third course must be from List 2. Course listing is available with every CSF application to aid when filling out. 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/officer council. To be eligible, a student must meet a distinct grade point average criteria (3.75 for sophomores, 3.50 for juniors, and 3.30 for seniors), demonstrate integrity in character, and participate in school activities. To remain in good standing, students must attend a minimum of half of the annual NHS meetings, and perform a specific number of moderator-approved service hours per year: twenty for newly inducted members, thirty for veteran. Members in good standing are honored with an NHS certificate at the Academic Awards Assembly each spring, and seniors wear blue and gold cords at graduation. In addition, National Honor Society seals are placed upon graduate diplomas.

## ATHLETICS

### ARCHBISHOP RIORDAN ATHLETICS

Archbishop Riordan Athletics represent close to 350 student-athletes competing in 8 interscholastic sports and 2 club teams. The constitutions, by-laws, and regulations of the [California Interscholastic Federation \(CIF\)](#), [Central Coast Section Section \(CCS\)](#), and the [West Catholic Athletic League \(WCAL\)](#) govern all of Archbishop Riordan Athletics. These organizations and their policies parallel the objectives of Archbishop Riordan High School and are used to guide coaches, student athletes, and their families to positive high school athletic experiences.

As a school in the [Marianist tradition](#), our Community looks to the teachings of Blessed Father William Joseph Chaminade to support Archbishop Riordan Athletics in creating a highly competitive environment that inspires young men to express their strengths and build upon their areas of growth.

All of Archbishop Riordan's coaches are committed to serve as role models and mentors for student athletes; encouraging their development academically, physically, emotionally and spiritually. Our coaches "**Educate in Family Spirit**" in partnership with administration, teachers, counselors, ministers and families to foster the overall life development of our student athletes. Our coaches understand, implement, and abide by the policies set forth in the [Archbishop Riordan Student Handbook](#) with regard to coach and student athlete behavior on and off the field.

### THE ARCHBISHOP RIORDAN STUDENT ATHLETE

An Archbishop Riordan Student Athlete encompasses the definition of "Sportsmanship" which is defined as the quality of showing fairness, respect, and generosity toward their competition and the sport itself. The promotion of sportsmanship in Archbishop Riordan Athletics is always of utmost importance. Sportsmanship demonstrated by our student athletes is the clearest sign of representing the mission of our school. Therefore, the goal of every Archbishop Riordan student athlete is to model the standards of sportsmanship in all athletic endeavors.

Participation in Archbishop Riordan Athletics is a privilege, not a right. It is earned through competition for membership on a team and the strict observance of the policies set forth in the [Archbishop Riordan Student Handbook](#). Any actions contrary to this is not limited to result in the revoking of this privilege.

All student athletes are expected to attend all practices, team meetings, and games unless excused by their coach or an administrator. Athletes are expected to be prompt for all athletic events and are required to wear proper game and practice attire. Coaches must be notified by the student athlete if they are to miss practice. If the student is injured and present in school, he is still expected to be at practice unless directed not to by the Athletic Trainer or by a note from his physician.

Any "unexcused absences" as defined the [Archbishop Riordan Student Handbook](#) are grounds for dismissal from the team.

Student-athletes are allowed to miss class time for approved athletic events. It is the responsibility of the student athlete to communicate with their teachers in advance to obtain class work that might be missed

due to their athletic commitment. Student must attend 50% of their scheduled class time in order to participate in practice or a scheduled competition on that school day.

If a student athlete chooses to quit a sport during team competition without extenuating circumstances, the student athlete will not be allowed to participate in Archbishop Riordan team competition until the season of sport they choose to quit has been completed.

### **THE ROLE OF THE FAMILY**

Archbishop Riordan Athletics expects our families to work in partnership with Archbishop Riordan High School's mission and philosophy, and be living examples of sportsmanship and Christian Conduct to assist in the development of our student athletes. We ask all families to please refer to the "Archdiocesan Code of Christian Conduct for Students and Parents" in the Archbishop [Archbishop Riordan Student Handbook](#) for guidance and support.

Families who chose not to accept this partnership, can put the development of the student athlete in jeopardy. Therefore, Archbishop Riordan High School reserves the right to prohibit attendance to any individual(s) at Archbishop Riordan events if the administration reasonably concludes that their language, behaviors, and actions interfere with the accomplishment of Archbishop Riordan High School's educational and athletic policies.

### **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/guardians 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 overstated. 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, and 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 MEDICAL CLEARANCES**

Archbishop Riordan High School uses [SportsNet Inc.](#) to process secure online registration for all athletic clearances. All students MUST obtain athletic clearance and complete all other online clearance forms via SportsNet prior to participating in tryouts or any other athletic events. Families who fail to complete the athletic clearance forms by the beginning of the calendar school, make their student athlete "ineligible" to participate in any sport until all forms are uploaded and complete. [Instructions](#) for registering athletic clearances are available in the Athletics Section of the school website.

## **THE ATHLETIC TRAINER**

In the event of an injury sustained during an Archbishop Riordan athletic activity, a student athlete will be placed under the care of Archbishop Riordan's Athletic Trainer. The Athletic Trainer will provide an initial diagnosis and a rehabilitation strategy with treatment or a referral to a physician, if necessary. Injured student athletes are to report to the athletic training room as required by the Athletic Trainer after school. Student athletes with non-serious injuries who are not referred a physician can only be released Archbishop Riordan's Athletic Trainer before returning to athletic participation. Student athletes referred or choose to see any physician (ANYTIME) must have a signed note from that particular physician in order to be cleared for athletic participation. Our Athletic Trainer MUST have a copy of that note in their file before the student athlete can resume their activities. There are no exceptions. Expect general athletic training room hours to be open to students between 2:20-6:00pm daily. This, however, may vary depending on seasonal athletics and availability.

## **SUBSTANCE ABUSE POLICY**

An Archbishop Riordan student athlete's use of alcohol, tobacco, vape, performance enhancing drugs, androgenic/anabolic steroids or controlled substances is prohibited. Archbishop Riordan High School's substance abuse policies and consequences are in effect at all athletic events, practices, and school sponsored activities. Student Athletes who are on any prescribed medication should report their use to the Athletic Trainer and to the Head Coach.

## **PROBATION AND ELIGIBILITY**

If a student athlete at Archbishop Riordan falls below a 2.0 GPA for either a quarter or semester grading period, the student athlete will be placed "academic probation." At this point, the student athlete will have contracted meetings with their counselor and teachers to strategize academic success. Academic probation will last until the end of the next grading period. If the student athlete falls below a 2.0 GPA for second consecutive grading period, the student athlete will become "ineligible" and will not be allowed to travel or participate in any team contests. All Archbishop student athletes who become ineligible their Spring Semester must enroll in and pass the appropriate summer school/online courses to be eligible for the Fall Season.the student-athlete achieves a 2.0 GPA or better at the end of the next grading period.

Freshman Student Athletes who are below a 2.0 at the end of the First Quarter, will be placed on probation and cannot miss a class to travel to contests until their GPA is raised above a 2.0.

All Student Athletes who do not meet their required grade-level Community Service and "SHED" hours by their respective deadlines will become "ineligible" until those hours are complete.

## **TEAM TRAVEL**

Students Athletes will have opportunities to be transported to and from off campus practices games with a coach on school approved transportation with certain exceptions.

All student athletes must have the Travel Permission Agreement completed through Sports Net by a parent or guardian in order to have permission to be driven by adult relatives, by adult relatives of other students, or to drive themselves to and from athletic events if the opportunity is available.

While traveling to and home from a practice or game, all student athletes are expected to conduct themselves in a respectful manner at all times. All rules established by the driver of the vehicle on which the student athletes are riding will be upheld. Failure to abide strictly by these travel directives may result in a suspension or removed from a team.

### **TEAM PRACTICES AND MEETINGS**

Team Practices and Meetings at Archbishop Riordan are considered extensions of classroom learning. Like the classroom experience, practices and team meetings are closed to members outside the particular team of sport and Archbishop Riordan Faculty and Staff.

### **CONFLICT RESOLUTION**

Archbishop Riordan High School supports its coaches' decisions on game strategy and student athlete playing time. All decisions in these issues are final and are not to be discussed with anyone employed by Archbishop Riordan Athletics or Archbishop Riordan Administration. If a student or family has a concern of another nature, the following procedures must be followed:

- **First:** The student athlete first discusses the issue with their coach(es) before their any family involvement. Coach should never be contacted at home, nor should a coach under any circumstances, be contacted directly before, during or after an athletic event.
- **Second:** If the concern still exists after the meeting with the coaching staff, the student athlete and/or family may contact the Athletic Director to voice the concern.
- **Third:** Any further concerns will be addressed by the Dean of Student Affairs and/or other members of Archbishop Riordan Administration.

### **SPORT PACKS**

Archbishop Riordan Athletics will require some athletic wear to be purchased. These items may include practice attire/equipment, and/or game day attire through the use of [Sport Packs](#) online Athletics Apparel and School Uniform Store . Archbishop Riordan Athletics will make every effort to make sure particular [Sport Packs](#) items are consistent among all Archbishop Riordan Athletic Sport Teams to keep cost down for multiple sport athletes.

### **MULTIPLE SPORT ATHLETES**

The Archbishop Riordan Community feels strongly that playing multiple sports can be a valuable part of the high school experience. Student athletes who commit to more than one sport with conflicting workouts and practices will follow the schedules, created in partnership, by their various head coaches and the Athletic Department which are designed to provide balance in the best interests of the student athlete.

### **RETREATS AT ARCHBISHOP RIORDAN**

Archbishop Riordan Athletics encourages all athletes to fully participate in all programs of spiritual development. Student Athletes should actively participate in all available retreat programs but they should try to schedule retreats in their off-seasons in order to avoid conflicts with their athletic schedules. Student athletes involved in multiple sports are required to consult with the Athletic Director and the Director of Campus Ministry before registering for a retreat during one of their multiple sport seasons.

## **ATHLETIC EQUIPMENT**

Equipment/Attire issued by the Equipment Manager should be cared for properly. Please follow the wash and care instructions for all garments throughout the completion of the season of the sport.

Student-athletes will be charged for the replacement of any lost or damaged equipment. Student-athletes who fail to return their equipment on time will automatically become ineligible until ALL equipment is returned/replaced.

## **ATHLETE/GAME-DAY ATTIRE**

On game days, Athletic Formal Dress (Track Jacket, White Oxford, Tie, Regular Khakis, Regular Shoes) is required for student athletes during the school day by the Athletic Department. After School, athletes are then allowed to wear, Archbishop Riordan Athletic Apparel (Game Uniforms or Riordan Athletic Tracksuits), before and after the games. Spirit Day dress is acceptable as school game day attire, as long as it meets the Spirit Day requirements.

## **STRENGTH AND CONDITIONING PROGRAM**

All Archbishop Riordan Athletic Teams will incorporate on and off season workout programs created by our Head Strength and Conditioning Coach with the directive of building strong, well-conditioned, healthy, student athletes who can participate in multiple sports. Our strength and Conditioning Program works hand in hand with our Physical Education Department in providing safe and sound training regiments that promote life-long health and fitness.

## **Band Performances and Other Entertainers**

- The band directors should contact each other before the game in order to coordinate times for playing and any other necessary details.
- Band members should be supervised by a band staff member, and enter the stadium or gym as a group.
- Bands should only play before a game, during time-outs, at halftime and after the game. The 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.
- Bands, dance troupe members, and other entertainers should not interfere with the officials, with practicing teams, or with the playing of the game.

## PARENT ORGANIZATIONS AND COMMUNICATION

### Parent Association

All parents are members of the Parent Association. Parents who wish to serve in a greater capacity on school-wide initiatives and events are elected to positions on the Parent Board.

### Parent Board

The mission of the Archbishop Riordan High School Parent Board is to represent the Archbishop Riordan Parent Association, support the Archbishop Riordan High School Mission Statement financially through fundraising at Parent Association events, and to promote participation and involvement by the parent community. The Parent Board is expected to do the following:

- Represent the Parent Association;
- Support the school Mission Statement;
- Promote and increase class participation in the community events;
- Develop fundraising efforts through community events;
- Recruit volunteers for Parent Board events as needed;
- Encourage parent participation and communication to learn more about the school and community;
- Give parent feedback to the Development Office regarding events, volunteer opportunities, and/or fundraising campaigns.

The Parent Association runs several events per year, with each class taking a leadership role.

For more information about the Parent Board, please contact Karin Haskell, [khaskell@riordanhs.org](mailto:khaskell@riordanhs.org).

### Athletic, Band and Drama Boosters

These organizations are comprised of ARHS parents, alumni, and friends interested in supporting and advancing the Athletic and Fine Arts Programs of our school. Meetings are held monthly.

### AUDIO, PHOTO, AND VIDEO RELEASE POLICY

By enrolling in Archbishop Riordan High School, all parents/guardians and students give their consent to the school, the Archdiocese of San Francisco, and other organizations approved by the school, to use any image, audio or video likeness or reproduction of the student without further permission or notification. This includes the use of student likeness in school publications. In granting this permission, parents/guardians and students release any and all claims for damages for libel, slander, or invasion of right of privacy.

*If you would like to opt out of this policy, please notify the ARHS Director of Communications, Victoria Terheyden at (415) 586-8200 x 266 or [vterheyden@riordanhs.org](mailto:vterheyden@riordanhs.org).*

### COMMUNICATION FROM SCHOOL

Parents are expected to read all communications from the school. If your email address or home address changes during the course of the year, it is the responsibility of the parent/guardian to contact the school with the updated information.

Parents can also sign up for *optional* text message alerts from the school. Instructions will be emailed to families about how to sign up.

## TUITION AND FINANCE OFFICE POLICIES

### TUITION AND TUITION COLLECTION

The timely payment of tuition is critical to the operation of Archbishop Riordan High School (ARHS). ARHS strives to ensure that our school operations are efficient, that tuition is affordable, and that faculty and staff members are fairly compensated. Failure to pay tuition on time jeopardizes the agreement between ARHS and the families we serve. Please note that ARHS reserves the right to dismiss students for failure to pay tuition in a timely manner and in accordance with the agreements made in our TADS system under the direction and management of our Office of Finance. Families that become delinquent are required to meet or keep in contact with the Enrollment Manager to determine plans to bring accounts current. School accounts that are 60 days delinquent may result in student suspension. Students may only remain suspended for two weeks, after which, the student will be expelled for outstanding balances. We advise any family expecting to be late with tuition payment to contact the Enrollment Manager prior to the expected late payment.

The ARHS Finance Office is open from 7:30 am to 3:30 pm. The Finance Office may be reached at (415) 586 – 8200 ext. 227.

- Tuition payments must be paid by the due date. Families must set up a tuition agreement via the TADS program each school year.
- Direct Debit is mandated if families select the 10-payment plan. For a 10-payment plan agreement, there is an annual \$40 set up fee.
- Payments are automatically debited on the date determined in the TADS agreement.
- Late payments for past due accounts are charged a \$35 late fee on TADS.
- 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. Please note that checks returned unpaid from the bank are charged a \$35 return fee on TADS.

### FINANCIAL AID

ARHS strives for affordability and works to secure funding internally and from benefactors to help families afford tuition who have a demonstrated financial need. ARHS expects that students receiving financial aid will work hard to maintain a satisfactory academic standing and avoid behavioral infractions. Failure to maintain a satisfactory academic standing (2.0 GPA) and failure of the student to comport himself may result in the elimination of financial assistance.

## 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 may result in a verbal or written warning to the student and/or parent/guardian and may 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.

Any behavior that damages the reputation of the school is subject to a range of disciplinary actions, up to and including dismissal. This includes behaviors off campus, during, or outside of school hours.

Examples include, but are not limited to the following:

- Use of social media to defame and/or criticize the school, its employees, other students, or their family members.
- Any form of inappropriate behavior exhibited through email, text messaging, or in social media.
- Behaviors that necessitate law enforcement intervention.
- Behaviors that are in violation of Archbishop Riordan High School's Mission and Philosophy.

### **Administrative Removal**

While it is of paramount importance that our students abide by the code of conduct, it is also important that members of Archbishop Riordan families conduct themselves in a respectful and courteous manner at all ARHS events. This includes athletic events (home or away), fundraising events, or any event on the Archbishop Riordan campus that is sponsored by ARHS. Parents and other members of ARHS student families are never permitted to verbally or physically accost, threaten, or harm any faculty or staff member of ARHS, or any other person at an ARHS function. Failure to comply with this directive may result in Administrative Removal. Under Administrative Removal, the Administration **reserves the right** to remove a student from his class schedule whose parents or family members have been harmful until the matter is resolved. This may also include the exclusion of a parent or family member who has been harmful from attending further ARHS events (on or off-campus). In extreme circumstances, this may result in the dismissal of the student.

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## APPENDIX

If your son is participating in athletics, the following forms must be completed and submitted to the Magnus Health System: <https://secure.magnushealthportal.com>

### Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

<ul style="list-style-type: none"><li>• <b>Headaches</b></li><li>• <b>“Pressure in head”</b></li><li>• <b>Nausea or vomiting</b></li><li>• <b>Neck pain</b></li><li>• <b>Balance problems or dizziness</b></li><li>• <b>Blurred, double, or fuzzy vision</b></li><li>• <b>Sensitivity to light or noise</b></li><li>• <b>Feeling sluggish or slowed down</b></li><li>• <b>Feeling foggy or groggy</b></li><li>• <b>Drowsiness</b></li><li>• <b>Change in sleep patterns</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Amnesia</b></li><li>• <b>“Don’t feel right”</b></li><li>• <b>Fatigue or low energy</b></li><li>• <b>Sadness</b></li><li>• <b>Nervousness or anxiety</b></li><li>• <b>Irritability</b></li><li>• <b>More emotional</b></li><li>• <b>Confusion/Repeating</b></li><li>• <b>Concentration</b></li><li>• <b>Memory issue</b></li><li>• <b>Sadness</b></li></ul>
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**Signs observed by teammates, parents and coaches include:**

<ul style="list-style-type: none"><li>• <b>Appears dazed</b></li><li>• <b>Vacant facial expression</b></li><li>• <b>Confused about assignment</b></li><li>• <b>Forgets plays</b></li><li>• <b>Is unsure of game, score, or opponent</b></li><li>• <b>Moves clumsily or displays incoordination</b></li><li>• <b>Answers questions slowly</b></li><li>• <b>Slurred speech</b></li><li>• <b>Shows behavior or personality changes</b></li><li>• <b>Can’t recall events prior to hit</b></li><li>• <b>Can’t recall events after hit</b></li><li>• <b>Seizures or convulsions</b></li><li>• <b>Any change in typical behavior or personality</b></li><li>• <b>Loses consciousness</b></li></ul>
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What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

You should also inform your child's coach if you think that your child may have a concussion Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

CIF Acute Concussion Notification Form for Parents/Guardians

- Your child has symptoms consistent with a concussion. At the time of evaluation, there was no sign of any serious complications.
- He/she will need monitoring for a further period by a responsible adult, and should not be left alone over the next 12-24 hours.

<b>Call 911 and go to the nearest Hospital Emergency Department for the following:</b>	
Headache that worsens	Can't recognize people or places
Seizure (Uncontrolled jerking of arms/legs)	Looks very drowsy/Can't be awakened
Weakness or numbness of arms/legs	Increased confusion and/or irritability
Repeated vomiting	Unusual behavior
Loss of consciousness	Slurred speech
Lack of balance/unsteadiness on feet	Drainage of blood/fluid from ears or nose
Changes in vision (double, blurry vision)	Loss of bowel and/or bladder control

Recommendations:

- AVOID medications like ibuprofen (Motrin, Advil) or aspirin for the next 48 hours due to the potential of increased bleeding risk in the brain.
- Acetaminophen (Tylenol) can be tried but often won't take away a concussion headache. DO NOT give narcotic pain medication like codeine.
- Check for normal breathing every few hours while sleeping but DO NOT wake your child up unless you are concerned. If he/she can't be aroused, call 911 immediately.
- Make an appointment to see a physician within 72 hours. Inform your child's teachers about the injury. Keep your child out of school if symptoms are severe or worsened by reading or studying
- Track your child's symptoms using the CIF Graded Concussion Symptom Checklist (Find this on [cifstate.org](http://cifstate.org)). Bring these checklists to your physician.
- No activities like afterschool sports and PE, and no physical exertion until your child is evaluated and cleared by a physician (MD/DO) trained in the diagnosis and management of concussions.
- Refer to the CIF Return-to-Learn and CIF Return-to-Play protocols on [cifstate.org](http://cifstate.org).