

ARCHBISHOP RIORDAN HIGH SCHOOL



2025-2026 Student-Parent Handbook

175 Frida Kahlo Way
San Francisco, CA 94112

Main Office: (415) 586-8200 ext. 210
Attendance Office: (415) 586-8200 ext. 250

www.riordanhs.org
School Code: 053000

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CONTACT INFORMATION

IMPORTANT TELEPHONE NUMBERS

Main Office	(415) 586-8200 ext.210	Coaches' Office	(415) 586-8496
Admissions Office	(415) 586-1256	Advancement Office	(415) 586-9190
Attendance Office	(415) 586-8200 ext. 250	Lindland Theatre	(415) 587-5866
Athletics Office	(415) 586-8495	Finance Office	(415) 586-8200 ext. 227
Campus Ministry	(415) 586-8200 ext. 221	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

ADMINISTRATIVE TEAM

President	Mr. Timothy Reardon
Vice President of Enrollment	Mr. Danny Curtin
Assistant Principal of Academics	Mr. Nathaniel Simon
Assistant Principal of Student Affairs	Mr. Brian Kelly
Dean of Students	Mrs. Jennifer Niemeyer
	Mr. Juan Zumbado
Dean of Academics	Ms. Diana Assereto
	Mr. Christopher Fern

DIRECTORS AND COORDINATORS

Director of Alumni Relations	Mr. Joseph Curtin
Director of Athletics	Mr. Bob Greene
	Mr. Jay'Sen Morris
Director of Campus Ministry	Mr. Alex Datoc
Director of Counseling	Ms. Melanie Aguas
Director of Facilities	Mr. Andrew Colville
Director of Information Technology	Mr. John Wu
Director of Resource Specialist Program	
	Ms. Stephanie Lundin
Director of Logistics and Safety	Mr. Viggen Rassam
Director of Finance	Ms. Gloria Liu
House Activities Coordinator	Mr. Benny Willers
Director of Professional Development and PowerSchool Manager	Mr. Michael O'Brien
Operations Manager	Ms. Cara Garcia

GENERAL INFORMATION

SCHOOL HISTORY

Archbishop Riordan High School is a Catholic secondary school for young men and women operating under the jurisdiction of the Department of Education in the Roman Catholic Archdiocese of San Francisco. Ms. Pamela 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 holds a unique position 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 Marianists 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 Marianists 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.

In 2015, the school began a boarding program that now houses 60 students from all over the world, including countries in Europe, Asia, South America, and Africa.

In 2020, ARHS admitted girls for the first time in the school's history, accommodating students from soon-to-be-closed Mercy High School as well as transfer students from other local high schools and rising eighth graders from the same feeder schools as the boys. Since the transition, Riordan girls have taken on major roles in the school as student body presidents, salutatorians, and valedictorians.

In the summer of 2023, the school redesigned the library—adding three classrooms to the space—in order to accommodate the increased enrollment, which reached an all-time high of over 1,100 students.

MISSION STATEMENT

Archbishop Riordan High School, an Archdiocesan Catholic High School in the Marianist tradition, prepares young men and women for leadership and lifelong success by providing education imbued with Catholic Marianist values of faith, community, inclusivity, service and justice through its rigorous college preparatory curriculum, house system, and co-curricular activities.

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

PHILOSOPHY

Archbishop Riordan High School, a Catholic High School, is owned by the Roman Catholic Archdiocese of San Francisco and sponsored by the Society of Mary (Marianists), in collaboration with dedicated lay men and women. Archbishop Riordan reflects the cultural diversity of the City of San Francisco and its adjacent communities. The school provides a rigorous college preparatory curriculum that respects the uniqueness of each student and commits to educating students of varying abilities.

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

- Embraces diversity and educates students in the Catholic Marianist tradition.
- Promotes each student's personal growth by developing spiritual, intellectual, physical, emotional and social well-being.
- Cultivates a dynamic teaching and learning environment.
- Creates a family environment that fosters personal relationships that honor the Marianist traits of openness, respect, integrity, hospitality, friendship and graciousness.
- Fosters a collaborative working and learning environment.
- Prepares students to have a positive impact on the world by preparing them for 21st Century roles in communication, technology, community service, environmental awareness, and health and welfare.

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 Management 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 students to take a hands-on, active, self-advocating approach to their own education and that they apply learning to real-life situations.

BELL SCHEDULE

Regular Schedule (15) 70 min classes			Regular Schedule (51) 70 min classes			Early day w/ lunch No R-time (15) 55 min Classes			Regular Schedule (51) 70 min classes			Regular Schedule (15) 70 min classes		
Start Time	End Time	Block	Start Time	End Time	Block	Start Time	End Time	Block	Start Time	End Time	Block	Start Time	End Time	Block
8:00	9:10	Block 1	8:00	9:10	Block 5	8:00	8:55	Block 1	8:00	9:10	Block 5	8:00	9:10	Block 1
9:15	9:30	R-time	9:15	9:30	R-time	8:55	9:05	Break	9:15	9:30	R-time	9:15	9:30	R-time
9:30	9:40	Breakfast	9:30	9:40	Breakfast	9:10	10:05	Block 2	9:30	9:40	Breakfast	9:30	9:40	Breakfast
9:45	10:55	Block 2	9:45	10:55	Block 2	10:10	11:05	Block 3A	9:45	10:55	Block 2	9:45	10:55	Block 2
11:00	12:10	Block 3A	11:00	12:10	Block 3A	10:05	10:35	Early Brunch	11:00	12:10	Block 3A	11:00	12:10	Block 3A
10:55	11:25	Early Lunch	10:55	11:25	Early Lunch	10:40	11:35	Block 3B	10:55	11:25	Early Lunch	10:55	11:25	Early Lunch
11:30	12:40	Block 3B	11:30	12:40	Block 3B	11:05	11:35	Late Brunch	11:30	12:40	Block 3B	11:30	12:40	Block 3B
12:10	12:40	Late Lunch	12:10	12:40	Late Lunch	11:40	12:35	Block 4	12:10	12:40	Late Lunch	12:10	12:40	Late Lunch
12:45	1:55	Block 4	12:45	1:55	Block 4	12:40	1:35	Block 5	12:45	1:55	Block 4	12:45	1:55	Block 4
2:00	3:10	Block 5	2:00	3:10	Block 1				2:00	3:10	Block 1	2:00	3:10	Block 5

Department Resource Centers & Office hours

Academic Resource Centers are places where students can get help, catch up on work or take assessments that they have missed. DRC's are available during block 1 and 5 for all departments. Teachers can assign a student to a DRC if they are missing HW, need to review for a test or need to take a reassessment, or students can sign up to attend a DRC on their own. Roll is taken for students who are assigned a DRC and students who have unexcused absences will be given detention. Teachers, who are not teaching during block 1 and 5 will be available for office hours in a DRC as well. Students should reach out to teachers if they would like to meet with them for office hours.

4x4 SCHEDULE

In our 4x4 schedule, students take 3 or 4 classes per semester. 1 semester is equivalent to 1 full year's coursework (10 units per course). Students take a different set of 3 or 4 classes in each semester.

GRADUATION REQUIREMENTS

English	4 courses	40 credits
Social Science	3 courses	30 credits
Religious Studies	4 courses	40 credits
Mathematics	3 courses	30 credits
Must include Algebra 1, Geometry & Algebra II or equivalent		
Laboratory Science	3 courses	30 credits
Must include at least 1 biological science & 1 physical science		
Modern Languages	2 courses	20 credits
Must include 2 years of the same language		
Visual and Performing Arts	1 course	10 credits
Electives	3.5 courses	35 credits
Physical Education	1 course	10 credits

Credits for Graduation: 245

Students must be enrolled in a minimum of 6 classes a year.
Students must be enrolled in at least 3 classes in each semester.

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, which is 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 required of college preparatory English

C. Mathematics

Three years required of college preparatory mathematics; four years recommended

D. Laboratory Science

Three years required in the following fields

- Biological sciences
- Chemistry
- Physics

E. LOTE (Language Other Than English)

Two years required of the same modern language; three years recommended

F. Visual & Performing Arts

One year required of dance, drama/theater, music, and/or visual art

G. College Preparatory Elective

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

GRADING, REPORT CARDS

Physical report cards are not issued; instead, final grades are posted on [Powerschool](#) at the end of each semester. The school will notify families to announce the end of each quarter. Check PowerSchool for the most updated grades.

Riordan uses a standards based grading system in which academic grades are based on a student's ability to meet various departmental standards. Achievement of these standards is measured by assessments only. Practice assignments are given for feedback, and the completion of those practice assignments is essential and included in a student's HAS grade, but are not included in their academic grade. As part of this system, students are allowed the opportunity to revise assessments that measure the attainment of standards and will be allowed to do so according to departmental revision policies.

RIORDAN COMMON GRADE SCALE

Grade	Cutoff Percent
A	90
B	80
C	70
D	60
I	50

RIORDAN ADVANCED PLACEMENT GRADE SCALE

Grade	Cutoff Percent
A	85
B	75
C	65
D	55
I	50

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

A	4.0	Mastery (5.0 for Honors/AP)
B	3.0	Approaching Mastery (4.0 for Honors/AP)
C	2.0	Progressing (3.0 for Honors/AP)
D	1.0	Below Mastery
I	0.0	Insufficient Evidence

Note: The grade I (Insufficient Evidence) will be given whenever a student fails to meet the minimum objectives of the course. All "I" grades should be made up in order to continue as a student at Riordan. Archbishop Riordan High School reports to parents each semester by means of a final grade in PowerSchool. *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*).

Note: Percentages are not visible to students because in a standards based system, the focus is on learning and not on the accumulation of points or percentage points. The grade is still based on the percentages listed above, but the actual number is not visible to students on PowerSchool.

HABITS OF ACADEMIC SUCCESS GRADE

In a standards based system, the habits and behaviors of timeliness, responsibility, and growth mindset are extremely important, but they are not considered part of a student's Academic grade because they are not a reflection of what a student knows and can do and therefore can act as an artificial weight or artificial inflator for their grade. At ARHS, these behaviors are therefore reflected in a student's Habits of Academic Success (H.A.S) Grade for [regular courses](#) and [R-Time](#) and not their Academic Grade. These grades can affect a student's eligibility as explained in the academic probation/ineligibility section below.

SCHOOLWIDE ASSESSMENT REVISION POLICY

1. Under standards based grading, the intent is for students to reflect on their progress and work toward mastery. Thus, students are allowed to revise one graded assessment per unit to work toward an improved level of proficiency.
2. In order to be approved to attempt a revision, students must first submit a written request for revision to the instructor which discusses the feedback they received on the original assessment, identifies why they scored poorly in their first attempt, and outlines the steps they will take to improve their level of mastery before attempting the revision.

On the day of the assessment, there may be no practice assignments marked as missing or incomplete on Powerschool from that unit leading up to the date of the assessment they wish to revise. If there are no practice assignments listed on powerschool from that unit on the day the assessment is given, then students can request a revision without completing practice assignments.

3. If the instructor approves this request, the student may then make one attempt to revise the assessment. If sufficiently improved, revised assessments may earn up to an "A" in any standards assessed.
4. Students have three weeks from the date the assessment was given to request and schedule a revision with their instructor.
5. If the original assessment has not been graded and inputted into powerschool after three weeks from the assessment date, then students will be allowed to request a revision of the assessment at any time during the remainder of the semester.

ADD/DROP POLICY

Classes should not be added or dropped except in the circumstances where a mistake has been made in terms of courses needed for timely graduation progression or where a mistake has been made in class placement.

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

Add/drop deadlines:

Students have two full weeks of each semester, to make a schedule request with no consequence because they believe they are misplaced in a course or cannot handle the rigors of their overall schedule. No schedule changes will be made because of period or teacher preference.

- Withdrawal Date:
After the end of the second full week of each semester (10 school days), students who wish to drop a course, will be given a “W” for “Withdrawn” for that course on their official transcript.
- Automatic “I” Date:
After the sixth full week of each semester (30 school days), students who wish to drop a course, will be given an “I” for that course on their transcript.
- For AP and Honors Courses in the second semester:
Because of limited space in AP and honors classes, students have until the Automatic “I” date to request to drop a second semester AP class. If a request is made after that date, they will be given a “W” on their transcript for that class.

GRADE REPAIR POLICY

Students who receive an I for a course and are unable to repair it within the 30 day appeal process, must repair this grade through one of the following options:

1. Repeat the course in a succeeding semester or academic year at Riordan.
2. Repeat the course through an approved summer school program.
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 [Counseling](#) page on the school website.

NOTE: If a student is enrolled in a non-Riordan course to repair a D or I, it is the student’s responsibility to submit a copy of their transcript to the Registrar.

FINAL GRADE APPEAL

Within 10 days after a grade has been published, a student and their parent(s)/guardian(s) have the right to go through a process to have an administrative review of a final grade.

For first semester grades, the process begins by the student meeting with their class counselor where they will receive a grade appeal form to be completed and submitted to the Assistant Principal of Academics for approval within 10 days of the grades being published.

The Assistant Principal of Academics will then ask the teacher to review the approved appeal and submit a written response regarding the appeal and final grade. In rare cases, the appeal will result in an immediate grade change; however, the student will be given specific criteria that

must be met in order for the grade to be changed. The student will then have 30 days from the date of the written response from the teacher to meet any criteria laid out in the response. If students do not meet the criteria within 30 days of the approval, students will need to use one of the above options to repair the grade.

For second semester grades, a student and their parent(s)/guardian(s) have the right to go through the same appeal process to have an administrative review of a final grade. If the appeal is denied or does not result in an immediate grade change, students must use one of the 3 options above, and not the 30 day repair window to remediate the grade.

FINAL ASSESSMENTS

Some classes at Riordan do not give traditional sit-down final exams. Instead, final assessments are often a performance task, project or presentation. Because of this, the last week of each semester is considered final assessment submission week and all extra curricular activities and events should be kept to a minimum. Each teacher will have due dates and benchmarks posted for this week, but students must attend school every day of final assessment submission week even if they have submitted their projects ahead of time. Finals are worth 25% of the final grade in every class at ARHS.

S2 FINAL ASSESSMENTS FOR SENIORS

In the second semester, final assessment submission week will happen one week earlier for seniors than for the other grade levels. Seniors who have an “I” grade in any class after that week, must attend school the following week to repair their grade. Seniors who pass all of their classes do not need to attend school after the senior final assessment submission week.

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 student’s academic progress and attendance on a regular basis.

SCHOOLGY

Students and parents should check Schoology, our Learning Management System (LMS), on a weekly basis to receive up-to-date notifications of practice assignments, lesson plans, and upcoming assessments.

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.

For students to qualify for an AP class, they must meet all prerequisites outlined in the course catalog/course request sheet. Students must also submit a statement of interest/purpose for any AP class requested. This statement will be used to determine departmental approval, which is a prerequisite for all AP courses.

To support students taking AP courses in our 4x4 schedule, all students enrolled in an AP course will be required to complete an additional asynchronous unit of study during the semester in which the student does not have that AP course. In order to receive credit for this

unit, the student must complete all assignments and assessments associated with the unit and attend any and all synchronous review sessions associated with the unit as well. Students will receive a grade for this unit and that grade will be included in the students overall grade for that AP course, even if the unit occurs after the AP course has ended.

All students enrolled in an AP course must register and pay for the AP exam associated with that course. However, if a student chooses not to take the AP exam for any reason, they must report that decision to the AP coordinator no later than October 15th for students who take an AP course in the first semester, and no later than February 15th for students who take an AP course in the second semester to receive a full refund of their AP registration fee for that exam. Any student who does not report their decision to the AP coordinator by those dates, may still choose not to take the exam, but will not receive a refund of any kind.

SUMMER READING PROGRAM

All students must take part in the Summer Reading Program. Assessments are due during the first week of class and count toward final grades in an assigned course. The only students excused from summer reading are students who were admitted to Riordan within two weeks of the start of the school year.

SCHEDULE CHANGE POLICY

To request a change in schedule, a student must do the following:

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

ARTIFICIAL INTELLIGENCE (AI) POLICY

Archbishop Riordan High School recognizes the growing use of artificial intelligence (AI) tools in academic, professional, and personal settings. As a Catholic Marianist institution, we are called to engage with technology in a way that promotes human dignity, supports authentic learning, and fosters ethical decision-making. While AI can be a powerful tool for creativity and efficiency, its use must reflect our core values: integrity, responsibility, transparency, and respect for the human person.

Guidelines for Ethical AI Use:

We affirm that education is not merely about outcomes but about the formation of character and conscience. Therefore, the use of AI in schoolwork must contribute to a student's genuine learning and must never replace the human work of critical thinking, reflection, and skill development.

The following actions are required of students for all uses of AI tools:

1. **Permission:** Only use AI for tasks that follow the written expectations for each assignment.
2. **Transparency:** Clearly indicate when and how AI tools were used within any assignment. Cite your AI use in MLA format and in your own words, write an "AI Use Reflection."
3. **Integrity:** Do not use AI to generate entire assignments, answers, or assessments unless specifically instructed.
4. **Accuracy:** Students are responsible for verifying all AI-generated content for factual accuracy and appropriateness for academic use.
5. **Respect for Human Work:** AI must not replace creative or intellectual labor that is essential to academic and personal growth.

Student work which fulfills the criteria above will not be liable as Academic Integrity violations, though if a student uses AI in a way that clearly violates the teacher's written expectations, they may receive no credit for the work or be asked to do it again by their teacher.

Format:

"Description of AI prompts used." Name of AI Tool, version (if available), Company, date of interaction, URL (if applicable)

Example:

"Revise my essay for clarity and grammar and give me feedback on what strengths I showed in my writing and areas for growth." *ChatGPT*, model 4o, OpenAI, 26 July 2025, <https://chatgpt.com/>.

AI Use Reflection:

For any assignment in which you use AI, you must include a brief paragraph reflection after citing the AI tools used. This reflection must be entirely in your own words, no AI. Your reflection should address the following:

- **How you used AI:** Clearly describe what tasks the AI helped with (e.g., brainstorming, organizing ideas, generating drafts, checking grammar, formatting citations, etc.).
- **Its impact on your final product:** Explain how AI use influenced the quality, structure, or content of your work. Did it improve clarity? Did it save time? Did it limit originality in any way?
- **Its impact on your learning:** Reflect on how using AI affected your understanding of the material or skills being practiced. Did it help you learn more deeply, or did it do too much of the work for you?

ACADEMIC INTEGRITY

In a formal, honorable educational environment, the work students submit must be 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 of learning for the sake of learning, and, therefore, demands personal integrity and intellectual honesty.

Criteria for Academic Integrity Violations:

Any work submitted by a student that meets one or more of the following criteria may be considered a violation:

1. Submitting uncited words or work as your own that you do not create (which includes plagiarism and copying from human, printed, internet, or artificial intelligence sources)
2. Using unauthorized notes and/or resources during assessments
3. Giving or sharing your work with another student
4. Possessing images, copies, or reproductions of part or all of an assessment without prior consent from the instructor
5. Failing to follow the AI Guidelines

Academic Integrity Infraction Points & Consequences:

All violations of the Academic Integrity Policy are documented in the school's academic integrity database. This database is accessible to teachers, counselors, coaches, and administrators, and is used to identify patterns and support student formation.

Infractions are classified into two categories based on severity and are determined by the Dean of Academics:

Teachable Moment Infraction - Honest Mistake:

These violations occur when a student makes an honest mistake or demonstrates a misunderstanding of academic integrity expectations. Examples may include incomplete citation, improper paraphrasing, or failure to follow AI documentation protocols when no intent to deceive is evident. These are treated as teachable moments and are typically addressed with learning-based consequences by the teacher.

Half Point Infraction – Violation on Practice and/or Lack of Remorse:

Practice assignments which meet one or more of the five criteria, and go beyond the honest mistakes listed above, will count as a half point infraction. Additionally, students who demonstrate a lack of remorse or continued dishonesty when meeting with the Dean of Academics can be assigned additional half point infractions.

One Point Infractions – Violation on Assessments:

Assessments which meet one or more of the five criteria, and go beyond the honest mistakes listed above, will count as a one point infraction and receive the corresponding consequences outlined below.

Consequences for Violations:

Our goal is to help students learn from mistakes and grow in integrity. The following consequences are meant to support character formation and uphold the values of our community.

All violations include the following standard consequences:

- **Logged:** Incident added to Riordan’s internal Academic Integrity Database
- **Apology to Teacher:** Student will write a formal apology to their teacher

All violations on assessments include the following additional consequences:

- **Incomplete “I” on Assessment:** Student will earn an “I” and may not revise this assessment
- **“N” for H.A.S. Quarter Grade:** Can impact academic eligibility

Additionally, offenses earn Academic Integrity infraction points which accumulate throughout a student’s time at ARHS and carry the following additional consequences:

Points	Consequences
1	<ul style="list-style-type: none">● Academic Referral (signed by guardian)
2	<ul style="list-style-type: none">● Academic Referral (signed by guardian)● Written research on university policies on academic integrity● Create reflection video on findings and takeaways from experience
3	<ul style="list-style-type: none">● Academic Referral (signed by guardian)● One day in-house suspension● 3-4 page personal reflection● Not eligible for faculty recommendations
4	<ul style="list-style-type: none">● Academic Referral (signed by guardian)● Student/Parent review meeting with Dean of Academics for possible dismissal● If retained, the student is placed on contract, any further violations result in dismissal.

Academic Integrity and Advanced Placement Courses

Advanced Placement (AP) courses are designed to be academically rigorous, and students who enroll in them commit to engaging with that rigor with integrity. Any student who earns an academic integrity infraction point must submit a written appeal as part of their AP course request process for the following academic year. This appeal should follow these [guidelines](#) in order to explain how the student has reflected and grown. The department chair may request a follow-up meeting with the student in order to inform their decision on whether or not to approve enrollment in AP courses within that department.

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, the student will be placed on Academic Ineligibility. Students on Academic Probation will attend mandatory office hours until that student's probation is removed by the Assistant Principal of Academics.

A student will be placed on Academic Probation if they receive a "U" in their Habits of Success Grade in 2 or more of their classes [2 N's = 1 U] in one grading period.

There is also a [HAS grade given in R-time](#), which will count towards this total as well.

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 in or attend games, dances, clubs, student-body or class offices, music or theater productions. Any infraction of the conditions of ineligibility may result in dismissal. Students who are Academically Ineligible will attend mandatory office hours until that student's ineligibility is removed by the Assistant Principal of Academics.

A student will be placed on Academic Ineligibility if he or she receives a "U" in their Habits of Academic Success Grade in 2 or more of their classes [2 N's = 1 U] in two grading periods in a row. [Here is a detailed breakdown of how behaviors impact the HAS grade.](#)

ACADEMIC DISMISSAL

Students whose grades indicate their inability or unwillingness to meet Riordan 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, Academic Probation, and Academic Ineligibility letters as adequate warning that their child is liable for dismissal. Parents will be notified as soon as possible and will be asked to withdraw their child 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 grading periods 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. Requests for transcripts can be made to the Attendance/Registrar's Office.

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 are not able to attend practices, Baccalaureate Mass, or Graduation must submit a formal request to the Office of the President in advance.

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

- Academic Office [Students must pass all required courses]
- Finance Office [Tuition & Outstanding Fees]
- Athletics [Equipment & Uniform]
- Dean's Office [All disciplinary obligations must be met]

Baccalaureate Mass/Graduation Dress Code

Seniors must be neat, clean, and presentable, following the Student Dress Code.

Seniors **must** wear:

- All Students: Graduation gown (fully zipped).
- Men: A white Oxford shirt and tie, traditional cut pants (black, khaki, gray) with a leather belt (black or brown). Women: a dress or a white Oxford shirt, traditional cut pants (black, khaki, gray) with a leather belt (black or brown) OR a skirt (khaki or black). Formal dress shoes.

Seniors **cannot** wear:

- Flip flops, slippers, or sandals, or Crocs.
- Stilettos or high platform shoes are discouraged.

Seniors are 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 their diploma withheld from them until the student meets with the administration.

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 child. 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, 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 Riordan events. This includes athletic events (home or away), fundraising events, or any event on the Archbishop Riordan campus that is sponsored by Riordan. Parents and other members of Riordan student families are never permitted to verbally or physically accost, threaten, or harm any faculty or staff member of Riordan, or any other person at a Riordan 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 their class schedule whose parents or family members have been harmed until the

matter is resolved. This may also include the exclusion of a parent or family member who has been harmful from attending further Riordan events (on or off-campus). In extreme circumstances, this may result in the dismissal of the student

Handbook Policies

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

Elastic Clause

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

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 to keep their children in school every day possible. Absences are calculated on a per class basis. 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.

There are four main classifications of absences:

School-related: missing class/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 their classes, or who accumulates a high number of absences will be required to curtail their 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 Assistant Principal 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 their parents/guardians to be aware of the total absence record.

Medically or Bereavement-excused: illness, injury or mental health related, with a valid note from a medical provider. The medical note must be one in which a medical provider states that the student should not or cannot attend school because of illness, injury or mental health. We do not want students to come to school when they are physically or mentally unable, or if they have a contagious illness. A bereavement excused absence, must be excused through an email or phone call from a parent/guardian explaining the days missed due to the death of family member or loved one.

Students will be granted 7 days of medical or bereavement excused absences that do not count toward their absence total.

Unexcused Absence: An absence in which there is no communication from a parent/guardian. Being 20 minutes late to any class is counted as an absence ("F" on PowerSchool). 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 is 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 school co-curricular activity including games, dances, and other events.

The PowerSchool codes that count in Absence totals: "A", "P", "F", "C," and "Z".

Attendance Office
Mrs. Nora Birmingham
(415) 586-8200 ext. 250
attendance@riordanhs.org

FULL/PARTIAL DAY ABSENCES

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

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

An email from a parent or guardian is an approved form of communication for the attendance office.

If the student is at a medical/dental appointment, **the school must receive a note on official letterhead from the medical provider. An email attachment is an approved visit verification.**

Students who accumulate unexcused absences and do not provide documentation (notes/emails) from parents/guardians/physician risk participation in extracurricular activities . Students may also incur loss of privileges if documentation regarding absences is not provided.

Unverified absences will be considered truancy.

EXCESSIVE ABSENCES

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

- Students who have 10 or more parent excused absences will become academically ineligible at the time of their 10th absence so that they have the time to do the repair to get caught up. They will remain ineligible for the remainder of the semester in which the absences occur.
- Students who have 15 or more parent excused absences will earn an "I" for the course and must either repair the grade in summer school or retake the course the following semester or year.
- If a student misses an assessment during an absence they will be given an "I" and must reschedule the assessment with their teacher on the day they return to class. If they do not, the "I" may remain in their grade.
- Parents will be notified by the AP of Academics once their student has reached 5 parent excused absences and will be notified again once they have reached 10 and their student has become ineligible, and if necessary at 15, when the student has automatically failed their courses and will be up for administrative review.
- This policy also applies to R-time, but since there is no grade in R-time, 10 absences in R-time will result in academic ineligibility and 15 or more absences in R-time will result in administrative review.

TARDY POLICY

Being tardy means not being in one's assigned/designated seat at the official start of a given Block/R-Time. All students will be allowed 5 Excused Tardies per semester ("B" designation on PowerSchool). An Excused Tardy is accompanied by an email, phone call, or medical note to our Attendance Manager from a guardian/emergency contact listed on PowerSchool. After 5 Excused Tardies are used, students will be assigned Detention; any Unexcused Tardy ("U" designation on PowerSchool) given during the school day can result in a school assigned Detention. Note: Being late more than 20+ minutes is disruptive to learning and will be applied to the student's absences total; 20+ minutes late will be designated an "F" on PowerSchool. Consequences for excessive tardies include:

- 5 unexcused tardies in a quarter will constitute Disciplinary Probation.
- 10 unexcused tardies in a semester can result in Disciplinary Ineligibility the following quarter of the new semester.
 - Ineligibility will result in Administrative review at the end of the semester to discuss the student's status at Riordan.

Truancy/Cutting Classes

Any class missed without a parent or guardian notifying attendance will be treated as a class cut. An unexcused tardy 20 minutes into a class will be considered a cut. Students who cut a class will receive 2 detentions. Multiple cuts may result in an in school suspension. Failure to clear an absence (provide verification of excuse for absence) upon a student's return to school may also result in a truancy violation. (See excessive absences policy for more information on consequences associated with class cuts)

At the end of each week, any student who has at least 3 unexcused absences (class cut) may be liable for disciplinary probation. Any student who accumulates 5 unexcused absences in a quarter is liable for disciplinary consequences, including Probation or Ineligibility. If a student reaches 10 unexcused absences in a quarter, they are liable for Administrative review and possible dismissal.

Absences During Final Assessments

Students who miss a final assessment, must attend the make-up final assessment day unless they have a medical excuse. Students who have a medical excuse, must work with the AP of Academics to set up a time to make up the final. If a student does not have a medical excuse and does not attend the Final Assessment make-up day, the student will receive an "I" for the Final Assessment in that class. Students will not be allowed to take a final assessment early.

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 Registrar or Attendance Office, (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 Attendance Office in writing as to who will be legally responsible for their child during this time.

OFF-CAMPUS PERMIT

Once a student is on campus, the student may not leave campus for any reason without an approved Minga Pass. Only the Attendance Office will issue a Minga Pass with valid, written

notification from a parent/guardian. The following information **MUST** be on the written request for a student to be released:

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

Students will be assigned a pass based on the requested time. Students must report to the Main Office or the Attendance Office to notify the school they are leaving. If circumstances dictate an unscheduled off-campus situation, the parent/guardian must contact the Attendance Office as soon as possible to request the student to be released. Riordan 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, who will inform a parent/guardian that the student is to be released. The school Administration should be made aware of any medical, physical, or emotional problem of a student that may, in any way, affect their performance in school or school activities. If a student is using medication prescribed by a doctor, parents must alert the Attendance Manager and their Divisional Counselor in advance. **The completion of the physician's statement regarding administration of medicine by school personnel will be required.**

RE-ADMITTANCE PROCEDURE

Extended Absence

Students who miss an extended number of days for illness will meet with their counselor and the Assistant Principal of Academics for an academic plan to complete or catch up on courses. This meeting will happen before the student returns to school.

Partial Day Absence

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 teacher. A note or email from a Medical/Dental appointment is required, along with the note or email from a parent/guardian.

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 Riordan discipline code is in place to allow each student to live to their 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. Riordan 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 and women at Riordan. 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 Riordan is unacceptable and may warrant consequences.

The responsibility for overseeing the implementation of Riordan' discipline code has been delegated to the Dean of Students. The Dean of Students, or their designee, reserves the right to initiate a Disciplinary Investigation when they have reasonable suspicion that there has been a violation or imminent violation of the school's discipline code. 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 Riordan is expected to exert a high degree of self-discipline. Specifically, each member of the student body is expected to conduct themselves in the following manner:

- 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.
- Use language that positively expresses opinions without the use of vulgarity.
- Conduct oneself in such a manner as to positively reflect on oneself, one's family, and Archbishop Riordan High School at all times in all situations (both during the school day and outside of school).

SCHOOL JURISDICTION

Riordan 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 Riordan and may affect the student's standing as a member of the Riordan community.

STUDENT DRESS CODE

DRESS CODE/GROOMING GUIDELINES

An important goal of the school dress code and grooming guidelines are to teach students that in the larger arena of life, people draw personal and professional conclusions from one's attire and self-care. As representatives of Riordan, student appearance reflects upon the image and good name of the school. Any attire, adornment, or personal styling that detracts from or disrupts the learning environment is prohibited. Judgment in such matters is subjective because of ever-changing styles, different values of parents and students, and individual interpretations of what is acceptable. Parents and guardians who send their sons and daughters to Riordan, and students who choose the Riordan 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 child is in correct dress code and appearance on a daily basis while on the Riordan campus 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 and grooming guidelines. Failure to comply makes the student liable to disciplinary action.

Elastic Clause: The Administration is the final judge of what is neat, clean, and appropriate. In most cases students out of Dress and Grooming Guidelines will be assigned Detention. In some cases, students may be sent home to remedy a dress code or grooming violation. Any class missed in this situation will be treated as a cut. Persistent violations may lead to suspension.

FORMAL DRESS - *students must remain in formal attire throughout the school day.*

Upper Body:

- **Men and Women: ANY** Plain White or Riordan Approved White Polo or Plain White Oxford shirt.
- **Men and Women: Riordan Approved, Crest-Marked, gray v-neck cardigan or sweater OR the new 'R' Embroidered quarter zip sweatshirt.**
- Available for purchase at:
 - [Simply Uniforms](#)
 - **For the 2025-26 School year BOTH the sweater and quarter zip are acceptable. In 2026-2027, ONLY the quarter zip will be accepted.**
- **Neckties are no longer required with Formal Attire. If you choose to wear a tie, a solid purple tie with your required oxford white shirt is accepted**

Lower Body:

- **Men and Women: Black pants with a leather belt (black).** Available for purchase at any outside provider. Some examples (not limited to these) are as follows:
- **Women only: Riordan Approved Skirt [unaltered]– *Please note that we will be transitioning to a new skirt option after this school year; therefore we do not recommend buying a skirt this year.*** Tights or stockings under skirts (black or skin colored; unripped, no fishnets, no patterns).
- Skirts available for purchase **ONLY** via:
 - [Lands End](#) - "BLACK" - No other skirts allowed; do not alter or hem due to length. [Amazon Option](#) - **ONLY** "BLACK" - No gray or alternate skirts allowed; do not alter or hem due to length.

Footwear:

- **Formal closed-toed, closed-back black or brown dress shoes with solid color socks.** Shoes with heels two inches or shorter (women only). Black or brown ballet flats. **NO other shoes are allowed on Formal Dress Days without permission by Administration .**

DAILY UNIFORM

Upper Body:

- **Any Riordan logoed Polo, T-Shirt, Sweatshirt, Jacket, or Outerwear (NO tank tops or cropped tops)** currently owned or available for purchase online through: [BSN Sideline Store](#)
- **Any Plain, Solid-White Polo or Plain, Solid-White Oxford Shirt** purchased at any outside provider. Some examples (not limited to these) are as follows:
 - Men's Style White Polo: [Amazon Essentials](#) | [Hanes](#)
 - Men's Style Oxford: [Amazon Essentials](#) | [Van Heusen](#)
 - Women's Style White Polo: [Hanes](#) | [Lands End](#)
 - Women's Style White Oxford: [Amazon Essentials](#) | [Hotouch](#)
- **NOT PERMITTED DURING SCHOOL HOURS:**
 - **NO tank tops or cropped tops**
 - **Hats, Beanies, or Visors.**
 - **Non-Riordan gear/colors; no color variations of blue, red, green, orange, brown or plaid.**

Lower Body

- **Traditional cut, solid color (non-faded, not ripped, not cargo) Black, Gray, or Khaki pants (jeans in these colors are accepted) with a belt.** All items can be purchased at any outside provider.
- **Traditional cut, solid color (non-faded, not ripped, not cargo) Black, Gray, or Khaki Bermuda/Dress Shorts with a belt.** All items can be purchased at any outside provider.
- Some examples (not limited to these) are as follows:

Mens	Womens
Dockers	Lands End
Amazon Essentials	
- **Skirts (Women Only): *Please note that we will be transitioning to a different skirt option after this school year; we do not recommend buying a skirt this year.***
This year only: Pleated, Khaki or Black ONLY purchased from the providers below. Riordan approved skirts (see links below) should fall 2 inches above the knee; skirts that are deemed too short will require discussion about appropriate length with student and guardian when necessary; if skirts become a repeated concern, the student will be asked to wear other school approved pants or shorts. Tights or stockings may be worn under skirts (black or skin colored); shorts under skirts do not mitigate length issues.
[Lands End](#) - **ONLY** "KHAKE" or "BLACK" - No other skirts allowed; do not alter.
[Amazon](#) - **ONLY** "A KHAKE" or "BLACK" - - No other skirts allowed; do not alter.

- **NOT PERMITTED DURING SCHOOL HOURS:**
 - Pants/Shorts below the natural waistline (no sagging).
 - Blue Jeans, Cargo Pants/Shorts, Athletic/Sweatpants, Athletic Shorts, Yoga Pants, Leggings, or Biker Shorts; it does not matter if they have a Riordan logo.
 - Graphics or multiple colors on pants, ripped pants, or cargo pants.

Footwear:

- Any Closed-toed, closed-back Sneaker/Casual/Dress shoe. If shoes have laces, they must be tied at all times.
- Visible socks are required (except for women wearing ballet flats).
- **NOT PERMITTED DURING SCHOOL HOURS:**
 - Open toed/open back shoes
 - Slippers (includes shoes with low backs; heels must be completely covered)
 - Flip-flops/Sandals (includes Birkenstocks)
 - Crocs and other shoes with holes on them.

HAIR

- Must be neat, clean, and presentable. Hair must not impede students vision and must be kept out of the students face.
 - Administration reserves the right to apply the Elastic Clause to all hairstyles.
- **NOT PERMITTED DURING SCHOOL HOURS:**
 - Facial hair at any time.
 - *Students may be asked to shave at school; if a student refuses, the student may be sent home.*
 - Shaved lines or designs (including on the eyebrow).
 - Distracting, unnatural, extreme, or artificial hair coloring, bleaching, or dyeing is not permitted.
 - *Students will be instructed to get a haircut or change hair color if these rules are not followed.*

ACCESSORIES, PIERCINGS, TATTOOS, MAKEUP AND NAILS

- Any hair, makeup, or accessories that are a distraction to the learning environment must be removed.
 - Administration reserves the right to apply the Elastic Clause to the student dress code.
- **NOT PERMITTED DURING SCHOOL HOURS:**
 - Piercings to any part of the face or body (including nose, lip, eyebrow, mouth etc., which includes anything plastic, metal, or any other material; size and color do not matter), with the exception of basic ear piercings.
 - *Students will be asked to remove prohibited piercings; if a student refuses or is unable, the student may be sent home until piercing is removed; a “skin tone,” “clear,” smaller placeholder will not be allowed.*

- All tattoos need to be covered during school hours or when representing Riordan in any capacity, including during sports.
- Unsafe, unclean or unnaturally kept nails.
- Excessive jewelry, dangling chains or hanging key chains.
- Any accessories that could be considered dangerous or used as a weapon.
- Sunglasses (unless they are transitional lenses with a doctor's note).
- Hoods, caps, bandanas, or any hair adornments/coverings, with the exception of headbands for women. Elastic headbands and ties to keep hair out of the face are allowed.
 - *Students who fail to remove hoods/headwear will be liable for disciplinary action. They may be confiscated for repeated failure to remove.*
- Headphones and earbuds in class unless a teacher gives explicit permission.
 - *Students who fail to remove earphones or earbuds will be liable for disciplinary action. Headphones or earbuds may be confiscated for repeated failure to remove them.*
 - *In the hallways, students must be able to hear directions in case of an emergency or general hallway movement, and they may be asked to remove headphones for safety reasons; students should immediately heed any directive to remove headphones when asked by an adult.*

SPIRIT DRESS

- On special days of the year, students may choose to dress according to House-sponsored, Spirit Week, and/or holiday dress guidelines to express school spirit. This kind of display is only appropriate on those particular days. Any student who is not following the rules of the specified theme is given detention for violating the dress code.

DANCE DRESS CODE

- Specific Dress Code requirements for each School Dance (on/off campus) will be messaged to the School Community Through our Student Activities Office. Unwillingness to follow specific school dance dress codes can result in Riordan Students (and their guests) being asked to leave the dance location.

BACKPACKS AND BAGS

Must be neat, clean, and presentable. Student and/or school names are allowed to be neatly printed on backpacks, but no inappropriate writing, drawing, or patches are allowed.

CONFISCATED CLOTHING ITEMS

Clothing items that do not meet dress code guidelines may be confiscated. For multiple violations, confiscated items will be given back at Administration's discretion.

CAMPUS CONDUCT

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

All students are expected to do their part in participating in classroom exercises, lessons and discussions. Furthermore, all students are 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 Deans of Students. Any major offense, or excessive minor offenses, will be referred to the Deans of Students.

GENERAL CLASSROOM GUIDELINES

The following are general classroom guidelines for all students (each teacher has their 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. Wandering the hallways is not permitted at any time.
- 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.

While on campus, in the classroom, or in the community, consequences for violating policies and expectations may result in the student's removal from the classroom/area, loss of privileges, confiscation of devices, detention, in-school suspension, suspension, and, in some cases, dismissal from the school.

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 themselves in such a way as to reflect positively on the student and the school. The school expects its students to conduct themselves with dignity and respect at all times.

BEHAVIOR AT CO-CURRICULAR EVENTS

Riordan is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sportsmanship exemplifies a loss or defeat without complaint and victory without gloating. A good sportsmanship treats opponents with fairness, courtesy, and respect. The Code of Christian Conduct, Standards of Student Conduct, and their various consequences of inappropriate behavior apply to any participant and/or spectator at any and all athletic competitions. All Riordan spectators also 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, Riordan 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.

CAMPUS REGULATIONS

Safety Webpage: <https://www.riordanhs.org/about/riordan-safety>

Minga Campus Management Platform

All students will be asked to log in and use Minga for a variety of campus activities including but not limited to: early dismissal for medical or athletic purposes, detention assignments, hall pass access, and flex period/study hall assignments.

Hall Pass Policy

Hallways are off-limits during class time; however, for those who need to leave class, they may only do so after the first and before the last 15 minutes of class with permission granted from the classroom teacher. Student needs must be taken care of before or after class during the 5 minute passing periods or during “open period.” Students found in the hall without a hall pass will receive a detention.

Closed Campus

Riordan 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 Deans of Students or the Attendance Office/Front Office Managers.

At the first dismissal time, 1:55 pm, students who leave campus but intend to return have a fifteen-minute grace period, until 2:10 pm, to do so. Students are permitted to return by 2:10 pm through either the front entrance or the rear parking lot gates, if open. **If a student re-enters the campus through either the entrance or exit gates after 2:10 pm, they will receive detention.** All students may re-enter through the front of the school at 3:00 pm. Please note that early dismissal or special schedules, these re-entry times will be adjusted accordingly.

Staggered Start - Open Periods

Students are only required to be enrolled in 6 out of 8 periods in a given year and thus may have up to 1 “open period” per semester. During an “open period” students have 2 areas of the school that they are allowed to be,

1. The Library for quiet study: If a student is choosing to go to the library, they must do so during the passing period. **Students on open period are not allowed in the hallways during class time without a pass from a faculty/staff member.**
2. The Cafeteria/Center courtyard for quiet social interaction with other students on free period.

Students cannot be in the gym, locker room, parking lot, hallways or any other part of the school during their open period. Any student caught in an off limits area will be subject to disciplinary consequences.

Block 1 and Block 5, 6 and 10 flip back and forth between the first and last period of the day. Students who have one of these periods as an open period, do not need to be at school during this period. If it starts the day, they must be here by the time that R-time begins or block 2 begins on days where there is no R-time. If it ends the day, they may leave after block 4. Students are allowed to be at school during that time, and can treat it like any other open period.

Any student who has an “open period” during the first block does not have to arrive at school until after block 1 has ended **on any day on which the Mentor Group does not meet**. These students must be at school during block 1 on any other day, which is the majority of school days. We do encourage students to attend Academic Resource during this time though and the cafeteria, courtyard and library will still be available for their use.

Student Body Digital Identification - MINGA

Every student is expected to carry their Riordan-issued Student Body Identification Card//Digital ID at all times. Students on campus without their ID will be given detention. The student ID acts as a pass for Riordan students to all home athletic events and dances. No student will be admitted to home athletic events or dances without their student body digital ID/card. The Digital ID is accessible via cell phone or ANY device. These digital cards will be maintained by the administration and unless needed, a physical card can be printed by the Attendance Office.

****Students MUST download the MINGA App during orientation, using Riordan school email credentials.***

Riordan Library and Academic Center

Students must enter the 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 Deans, any student who disrupts the academic atmosphere of the Library. Eating and drinking in the Library is not allowed.

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 in the courtyards. Eating in all other areas of the school is prohibited.

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 the cafeteria, loss of cafeteria privileges and/or detention. Students who throw food or other items in the cafeteria may be suspended.
- Students who choose 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 courtyard). 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.

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 and all food items will be confiscated with no expectation of reimbursement.

Lockers and Locker Rooms

Lockers are the property of Riordan, not the student. Locker assignments are a privilege granted to each student by the school. 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. If you encounter problems with your locker, report the issue immediately to the Safety Coordinator or Athletic Directors'. 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.

- Only locks purchased from or provided by Archbishop Riordan High School are allowed on school/athletic lockers. If a non-ARHS locker is on a school-owned locker, the school will remove it immediately.
- Academic Lockers (Lockers in the Main School Building) are assigned by the Administration for the duration of the school year or on a first-come, first-served basis. Freshmen and Sophomores will be given priority assignments.
- The Athletic Department assigns athletic/PE Lockers (Lockers in and around athletic/PE Facilities) to Student Athletes/Students enrolled in PE Classes for the duration of their particular Sports Season/PE Semester.
- Athletic Lockers are only for the use of athletic/Sport-Specific/PE items (uniforms, athletic equipment, etc.). Students are NOT allowed to use them for any other purposes.
- 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 combinations with other students.
- Students may neither change lockers with another student nor use another student's locker without permission from the Administration.
- 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.
- The school is not responsible for property left unattended. Students must lock all valuables (iPads, laptops, phones, wallets, clothing) in their lockers at all times to avoid any loss of personal property.
- Administration can reassign/remove lockers at any time.

Locker rooms are for changing before and after classes, practices, and events, as well as for team meetings. Students must refrain from eating and mere socializing in locker rooms; we ask that they respect this private space and take care of each others' belongings/surroundings.

Lock all personal belongings in a locker (check that it is securely locked) and do not share locker combo information with anyone (reach out to Athletic Directors about locker assignments). Adhere to the posted open hours in the mornings and afternoons each school day at the locker room entrance. Students should not prop locker room doors; only adults are allowed to lock or unlock locker rooms. Student must make sure to have essential belongings on hand during the school day, as in-and-out access throughout the school day is not permitted (ask the Safety Team for a school building locker if needed). **Any students in the locker room without permission and not following the rules will be assigned detention.**

Parking and Driving

No students are allowed to park on campus until after school dismissal. Any student illegally parked on campus during school hours may receive detention and are subject to towing or school suspension. The school is not responsible for any damage or thefts that may occur in the parking lot.

Students can find parking in the surrounding neighborhood; being aware of street cleaning and 2-hour parking limits. Students are not allowed to leave campus to move their car. Additionally, there is limited pay for parking located in the CCSF parking lots. These are monitored by CCSF and are not the responsibility or liability of Riordan.

After School and Jaywalking

Students should refrain from gathering in front of the school on Frida Kahlo Way following dismissal. Students waiting for a bus may remain in front. All students must use the crosswalks when walking across Frida Kahlo Way.

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. Students are liable to receive detention and/or have their phone/device confiscated if used during class time without permission.

Permanent marker pens and other items deemed inappropriate for school are strictly prohibited. Students are liable to receive detention and/or have their items confiscated if used during class time without permission.

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. Students should never leave their personal belongings unattended on campus. All students should lock their personal belongings in their lockers to prevent the issue of loss or theft. A "Lost and Found" is located in the Main Office. The Deans have a Missing Items Report Form that should be filled out by students when articles are missing and/or believed stolen.

Assemblies, Liturgies 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 House 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 House in the assigned locations in the Crusader Forum. Although students are expected to be spirited and enthusiastic, disrespect and horseplay are not allowed.

DANCE GUIDELINES

At all dances, formal or informal, students and guests are expected to adhere to all rules and regulations set forth by the school. Violation of these policies may result in removal from the dance and subsequent disciplinary action.

Dance Hours:

- Doors close a half hour after the start of the event.
- Doors open for dismissal a half hour before the end of the event.

To Enter, All Students Must:

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

Expected Behavior:

- Follow the dress code listed below and printed on the ticket.
- Follow all directions of dance supervisors and security.
- No inappropriate dancing or displays of affection.
- Comply with Riordan codes of conduct and school rules.
- Students are to be picked up within 30-minutes of the conclusion of a school dance.
- Riordan students are responsible for their guests' behavior. A Riordan student can be disciplined if their guest violates a school rule.

Dance Dress Code

- Specific Dress Code requirements for each School Dance (on/off campus) will be messaged to the School Community through our Student Activities Office.
Unwillingness to follow school dress codes can result in students being asked to leave the Dance Location.

Disciplinary Investigations

If at any time a conflict arises concerning the rules of Riordan, the Administration reserves the right to clarify and make interpretations. During investigations, the Administration will question students without parent notification. During an investigation, a student must fully cooperate and be honest. Failure to fully cooperate and student dishonesty may result in dismissal.

In the process of a disciplinary investigation, a student may be removed from class. Any student who lies, is dishonest, or misleads in the process of a disciplinary investigation may be liable for disciplinary action including, but not limited to 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.

Furthermore, some disciplinary investigations may require a student to provide their cell phone/iPad and unlock code or to empty bags, pockets, socks or shoes. Refusal to comply or turn over access to electronic devices will make the student liable for disciplinary action including, but not limited to detention, suspension, or dismissal.

Disciplinary Contracts

If a student is placed on a disciplinary contract, the administration reserves the right to keep that student on a contract (in part or in its entirety) for the duration of a student's time at Archbishop Riordan. All contracts will be reviewed at the end of each academic year.

Insubordination & Disrespect

Any student found to be disrespectful to a person employed by Riordan may be suspended, parents notified, and a parent conference convened with the Deans. This includes online communication via apps or social media. Any student found guilty of insubordination—malicious, willful, and public defiance and disobedience— may face 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 Riordan 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 Riordan as participants in any school-sponsored event, activity, or function. We remind students that, whenever they wear clothing that identifies them as Riordan students, their words and actions affect the public perception of the school. Use of inappropriate language may lead to detention, suspension or dismissal. 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.

Trespassing

Riordan students are not to be on other school campuses during school hours. 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 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 Deans' 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 their peers will be subject to disciplinary action as if that student were an active combatant. Those students who choose to fight will be subject to the following:

First Offense:

All offenders will be suspended for a minimum of one day, regardless of who initiated the physical altercation, and may be placed on Disciplinary Probation or Ineligibility.

Second Offense:

Students will be liable for dismissal.

Weapons

Any student who possesses a dangerous weapon or an instrument considered to be a dangerous weapon are subject to dismissal and may warrant a police investigation; it is strictly forbidden to be in possession of a dangerous weapon/instrument on school grounds at any time, at any school activity, function, or event, or en route between school and home.

Drugs & Alcohol

By California law and Archdiocese policy, no student may use, sell, possess, or be under the influence of alcohol, nicotine, controlled substances or other drugs on school grounds, at school events, at another school's functions or at any other time (see School Jurisdiction; Disciplinary Investigations). A student found under the influence or in possession of any alcohol, nicotine, controlled substances, other drugs, or any alcohol/nicotine/drug paraphernalia is liable for dismissal; a student who is caught selling, providing, transporting, or transmitting alcohol, nicotine, controlled substances, other drugs, or any alcohol/nicotine/drug paraphernalia will be expelled and may warrant police investigation. An immediate drug test may be required to continue at Archbishop Riordan.

After being placed on contract, a student may be required to participate in regular counseling and/or drug testing as a condition to remain at Riordan, or they may face dismissal for noncompliance. Archbishop Riordan recognizes that substance abuse can be symptomatic of personal problems or illness. Any student who seeks help will be confidentially referred to counseling. Subsequent steps may include professional counseling and mandatory drug testing.

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:

Offenders 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 such 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 text 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 disciplinary action. 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 the conclusion of the investigation from the school.

Student's Responsibility

It is the student's responsibility to conduct themselves 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 and 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 2018 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 their 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 Deans of Students who will assign the appropriate disciplinary action. The Deans of Students reserves the right to issue a grade based on the student's conduct. Then Deans' Conduct grades are used to assess student progress and may be liable to be reported on final college transcripts.

Detention

Students assigned detention will be assigned Detention through their digital ID (the Minga App). Through the digital ID platform students will receive notification. Failure to attend detention could result in probation and/or a suspension. Students should serve detention the day it is received and communicate with the Deans. Detentions are not reported on transcripts.

Any student who accrues 5 detentions or more in a quarter will be placed on Disciplinary Probation; 10 detentions in Semester can result in Disciplinary Ineligibility and Administrative Review. Excessive detentions can result in dismissal; students may lose other privileges as well.

Besides Unexcused Tardies, detention can be given for the following offenses:

- Dress code violations.
- Disruptive or disrespectful behavior in the classroom or on campus.
- Technology violations in the classroom or on campus.
- Not having a Hall Pass or not having permission to be in a designated part of campus.
- Not following clear directives provided by the school or given by a staff/faculty member.
- Any violation of the Standards of Student Conduct stated in this handbook.

Suspension

Suspension is the removal of a student from classes by the Dean of Students or their 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. Suspended students are not allowed back on campus or allowed to participate in any school activities until the suspension is officially over. When returning to Riordan after a suspension, the student must report to the Administrator who assigned the suspension 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 Deans of Students.

Reportable Suspension

Archbishop Riordan's Administration will have the designation to determine if a suspension is a reportable infraction. All severe discipline infractions will be considered reportable suspensions to colleges or a permanent part of the students transcript.

Disciplinary Probation

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

- Concerning behavioral/rule breaking patterns or involvement in an extreme incident that merits discussion with a parent/guardian.
- Accumulation of 5 detentions in a quarter upon receiving official warning from the office of the Deans via email or letter.
- Two N's from the Dean of Students in consecutive quarters in the Dean's Conduct Grade.

Disciplinary Ineligibility

When placed on this disciplinary status, a student may not participate in/attend Riordan games, dances, music or theater performances; a student may not represent Riordan in leadership positions in any clubs, Parliament, House Games, or publications, nor travel to school functions. Attending training or meetings on campus is permitted with coaches/directors approval, but standards must be met as determined by coaches, directors, moderators, or Administrators. Any infraction of the conditions of ineligibility will result in disciplinary action, including dismissal or status review at the end of the semester. Students can be deemed ineligible for:

- Consistent disregard of school norms outlined in the handbook or involvement in an extreme incident resulting in a Disciplinary Contract.
- Reaching 10 detentions in a semester after receiving official warning from the office of the Deans via email or letter.
- Two U's from the Dean of Students in consecutive semesters in the Dean's Conduct Grade.

The length of Disciplinary Ineligibility is at the discretion of Administration, and the Administration has the ultimate authority to place or remove a student on probationary or ineligible status. If a student becomes ineligible twice during their tenure at Riordan, they are subject to Administrative review and are liable for dismissal.

The Dean's Conduct Grade - Report Cards

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

- Student follows all class and school rules.
- Student respects peers, teachers, and staff.
- Student is on time for class.

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

- Student needs to improve their behavior and rule following.
- Student occasionally lacks courtesy or respect toward peers, teachers, or staff.
- Student receives emails and/or detentions for breaking rules of the classroom or school; guardians and/or counselors have been advised.

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 their peers, teachers, and staff.
- Student demonstrates a serious disregard of school rules, receiving at least 6 detentions in a quarter; guardians and/or counselors have been advised.
- Student has been suspended from school; guardians and/or counselors have been advised.

SEVERE CLAUSE

Extreme behavior, excessive detentions, or multiple suspensions from any student may result in a potential Disciplinary Review by the Administration which can result in a U in conduct and Disciplinary Probation/Ineligibility or withdrawal.

Dismissal/Expulsion

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

Appeals Process

When the Administration asks a student to withdraw from Archbishop Riordan High School, the student and his or her parent or guardian may be granted an opportunity to appeal the decision; appeals are not granted to those who are dismissed because of historically low grades and/or violation of an existing contract.

Letters of appeal must be submitted to the President's Office (Please send the Letter of Appeal to Mrs. Cara Garcia: cgarcia@riordanhs.org) **within three days of the request for withdrawal.**

1. The President will review the Appeal. If the President agrees to grant the appeal, the Administration will be notified. If the President denies the appeal, the family will be notified and the student must withdraw.
2. If the student stays, certain conditions may be applied to the student, such as disciplinary probation, disciplinary ineligibility, and/or a behavioral contract.

Re-Application After Dismissal:

Once a student has been asked to withdraw due to disciplinary or academic reasons, the student 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 Administration may meet with the student and/or family in question, and determine if the criteria has been met for consideration of readmission.

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 Administration may meet with the student and/or family in question, and determine if the criteria has been met for consideration of readmission.

TECHNOLOGY REGULATIONS

CAMPUS REGULATIONS FOR TECHNOLOGY

Archbishop Riordan is committed to the use of technology to enhance education. 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.

Riordan assigns a school 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. Students are required to check their email on a daily basis and respond appropriately with other students, staff and faculty. Student email may only be used for school or college related correspondence. Using student email to engage in inappropriate communications could lead to disciplinary actions.

All laptops, iPads and all other electronic devices will be subject to search at any time. Laptops, iPads and electronic devices must be free of pornography, hate speech, and/or violence, 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 email, instant message (IM), or engage in any kind of internet chat that promotes racism, sexism, homophobia, violence or bullying. Chat that also seeks to degrade or maliciously embarrass, manipulate, and/or coerce another person is expressly forbidden.
- Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, bullying, and/or malicious content on **any social media platform** (i.e. *Facebook, Twitter, Instagram*)
- Students are forbidden to create and share any AI generated content that involves the likeness of any Riordan faculty, staff, former or current student.
- Students are never allowed to use any device to film or photograph any person within the Riordan community without their 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.
- Headphones and earbuds should be removed upon entering the school building or moving between classes. Students must be able to hear directions in case of an emergency or general hallway movement, and they may be asked to remove headphones for safety reasons; students should immediately heed any directive to remove headphones when asked by an adult. Headphones or earbuds can be worn during class only with teachers’ explicit permission. Students who refuse to remove earphones or earbuds will be liable for an after school detention. Headphones or earbuds may be confiscated for repeated failure to remove them.
- All teachers have discretion to ask students to remove any kind of smartwatch (eg. Apple watch, Samsung watch) before an exam or quiz of any kind. Failure to do so on the part of the student will lead to removal from the exam and further possible consequences. Use of a smartwatch during a quiz or exam may constitute an honor code violation.
- Archbishop Riordan will comply with all Harassment Policies set forth by the Archdiocese of San Francisco.

ACCEPTABLE USE POLICY

The following are basic guidelines for using technology at Riordan:

- Product advertisement is prohibited.
- Copying or printing 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.
- Any use of a computer or network that may cause a disruption is prohibited.
- Students may not download any programs from the internet.
- The Riordan 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 Riordan computer account passwords between students is prohibited.
- No food or drinks are permitted in the library. No exceptions.

RIORDAN TECHNOLOGY ETHICS CODE

As a student at Riordan:

- I understand that anything I communicate through Riordan email, messaging, and media is a personal reflection on my character as well as that of Riordan 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 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 Riordan Honor Code.
- I will respect the technology on campus and will hold my peers as well as myself accountable for misconduct.
- I will refrain from using technology for illegal activity including but not limited to the following: 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

POWERSCHOOL EMERGENCY CONTACTS

Every student must have updated mailing, contact and emergency contacts when registering their student each year. If there is a change in address, home telephone number, or place of employment, parents must notify the PowerSchool Administrator via email of such changes. mobrien@riordanhs.org

EVACUATION DRILLS

Archbishop Riordan High School conducts emergency evacuation drills several times yearly in case of fire and other emergencies. The school follows the Standard Response Protocol (SRP) for our school safety plan.

SRP has five components: Hold, Secure, Lockdown, Evacuate, and Shelter. Emergency information is posted in classrooms and presented in videos and discussions before drills occur.

Drills for emergencies will never replicate an actual emergency, but they give every person a sense of the expected outcomes. Each student must take these drills seriously.

As the school is responsible for the student's well-being and safety during the seventy-two hours after a catastrophe, students must cooperate with school officials as they account for each student's whereabouts. Parents play a critical role in ensuring they, too, support the school and first responders in the event of an actual emergency. Make sure to discuss the emergency procedures with your student.

It's crucial that every parent and student follow the procedures and directions of our staff and local law enforcement during any emergency drill. Failure to do so could put themselves or others at risk. Families who do not comply with the procedures or directions will be subject to detentions or even suspension.

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.

Liturgies and Prayer Services

Campus Ministry sets a prayerful tone for all activities and learning at Archbishop Riordan High School through school-wide liturgies and prayer services for holy days and special occasions, weekly celebrations of the Eucharist, daily prayer, and monthly Marianist LIFE Communities (MLC’s). Reconciliation Services are held twice per year for the members of the Riordan community to deepen and grow in their faith. Students are to follow the Student Dress Code for school wide masses and prayer services.

Retreats and Leadership

Retreats at Archbishop Riordan are special opportunities set aside for getting to know oneself, others, and God in a deeper way. It is an engaging and intimate time of sharing with a group of peers, 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 for our 10th, 11th and 12th grade students. At a retreat students still represent ARHS and are to follow the Student Code of Conduct when participating.

As a Catholic high school in the Marianist tradition, ARHS participates in the Marianist-Living in Faith Experience (LIFE Team) Program, a Catholic leadership program sponsored by the Marianist for selected seniors from all the Marianist high schools in the Province of the United States. At this program students learn more about the Marianist charism and learn how to be leaders for the Marianist Life Communities (MLCs). MLC’s at Riordan 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.

Students can engage in four Campus Ministry leadership teams: SALT-Service and Leadership Team, Liturgy Team, CORE Service Team and the Marianist LIFE Team. Sign ups for these teams begin in February for the following school year.

Christian Community Service Learning (CCSL)

As a Catholic School in the Marianist tradition, our Christian Community Service Learning Program centers around the Characteristics of Marianist Education, with particular focus to Educate for Service, Justice, Peace, and the Integrity of Creation. Pope Francis’ 2015 Encyclical Letter entitled “Laudato Si” (“Praised Be”) calls for a unified response as an approach to caring for “our common home”, the Earth. In following his call, we categorize our areas of service as responses to the “cry of the poor” and the “cry of the earth”.

While there is no graduation requirement for service hours, Riordan students will engage with community service as part of their curriculum, membership of clubs and extracurriculars, and student life throughout the school year. This will include reflection, dialogue, participation, and learning about ways that everyone can contribute to answering the “cry of the poor” and “the cry of the earth.” Club and sports teams moderators, coaches, and student leaders will coordinate

with Campus Ministry to participate in community service that engages with the students' interests and communities. As a supplement, a live document will be shared in the family and student newsletters that is updated with upcoming service opportunities, and students are encouraged to participate in these events that support our local communities in need.

House System

The Archbishop Riordan House System is represented by **"four houses, one roof."** The House System is an alternative form of student governance where students from all four grades are divided into micro communities called "Houses" containing approximately 250 students. Each House is divided into Mentor Groups led by a Mentor Teacher and a student mentor captain. Riordan's Bay Area recognized House System was implemented in 2017. Over the years, Riordan has reshaped and molded their House System so that it best fits the needs of their community.

Purpose:

The purpose of the House System is to support all aspects of student life in the Marianist tradition and to enhance an inclusive and collaborative community through Riordan's values.

Goals:

- To enhance pastoral care by providing students with opportunity to connect with Mentor Teachers - helping monitor and support their social, and spiritual growth
- To foster community and build better relationships between students and faculty
- To provide increased leadership opportunities for all students
- To Increase student engagement and school spirit through friendly competition
- To Increase school pride

The Chaminade Cup is awarded annually to the House that accumulates the most points in various events and competitions that are academic, social, community service, athletic, and school spirit oriented.

Structure

The House system is an alternative form of Student Governance that places students from all grades into separate groups called "Houses." Each house bears the name of an essential part of Riordan's Marianist history. Within each House are Mentor Groups which consist of approximately 30 students. The small communities of students meet during "R-Time" and are managed by the House Provincials and teachers within the school. R-Time Teachers are responsible for facilitating Mentor Groups. These groups remain together throughout a student's entire time at Riordan.

R-Time

A time within the school day to build community and positive relationships. Mentor Groups consist of approximately 30 students. Each Mentor Group is led by 2-3 R-Time Teachers and 2-3 Student Leaders. Mentor Groups meet 4-5 times a week for 15 minutes, Monday through Friday, during "R-Time." During this time students will engage in the following:

- House Based Activities: House competitions, House Identity, School Spirit.
- Counseling based activities: Mental Health, Well being, Positive relationships, Communication
- Campus Ministry based activities: Prayer and Reflection, Marianist Principles

Leadership

House System Director

The House System Director is the captain of the ship and is responsible for operating and managing all facets of the House System. The House System has many moving parts, and the Director is responsible for overseeing them all. Additional responsibilities include:

- Help plan and organize all House events and competitions.
- Oversee and manage Student Parliament
- Help plan and organize all Mentor Group Agendas.
- Work with and assist Counseling and Campus Ministry.
- Manage and oversee House Provincials
- Manage and oversee Mentor Group Teachers

House System Assistant Director

The House System Assistant Director is the co-captain of the ship and is responsible for assisting the House System Director in operating and managing all House System facets.

Provincials

House Provincials administer each of the four Houses. The House Provincial is a faculty/staff member selected by the administration, Director of Student Activities, and the Dean of Student Affairs. The Provincial's primary responsibilities are to lead the House's effective development and oversee the House's administration. Additional roles include:

- Assist in the development and refinement of the House System and guide the specific House in which they lead.
- Assist in the social, spiritual, and personal/behavioral development of all students in the House.
- Monitor and work with Mentor Group Teachers to assure the effective development of the mentor group.
- Work with Student Parliament executive leaders to develop leadership within the House.
- Promote character and image of the House.

Student Parliament

Student Parliament is a group of elected and volunteer students working together with school administration, faculty, and staff to protect and build school culture, support students, and foster community building by creating events and activities and representing our students' interests.

Mentor Group Student Leaders

Mentor Group Student Leaders are a bridge of communication from their respective Mentor Group to Student Parliament to help create change for the greater school community. Each student leader will have a distinct role to play during each mentor group. Examples include:

- Creating and leading icebreakers
- Facilitate class discussions and student sharing

- Helping teachers and Provincials with logistics (ex. Setup, gathering volunteers, creating a schedule for prayer, etc.)

Community Building Team

Two departments support The House System: Campus Ministry and Counseling. All departments involved play an integral role in the House System, enhancing the Marinist mission, developing student leaders both inside and outside the classroom, and providing mentorship.

Counseling

The Counseling Department's goal is to support students and encourage them to challenge themselves both in and outside the classroom. Counseling is an integral part of assisting with mentorship and creating healthy student leaders.

Campus Ministry

Campus Ministry challenges students to deepen their faith, serve our local community, and be caretakers of the world around us. Through drawing from Marinist traditions, Campus Ministry is vital for creating and empowering faith-based student leaders.

House Events

Houses compete throughout the year in a variety of academic, athletic, and team-building activities to earn points towards the coveted "Chaminade Cup," a perpetual award given to the House with the most cumulative points. Rallies and events build camaraderie and school spirit.

Annual House events include:

- House Carnivals
- Frosh Olympics
- Crusader Games
- Fall, Winter, & Spring Rallies + Spirit Dress

House Points

The Houses compete in predetermined competitions (academic or athletic), House invitationals, service projects, administrative housekeeping, and service projects. At the end of the school year, the House with the most points will carry the cup title until the next award season.



The **Four Houses** are:



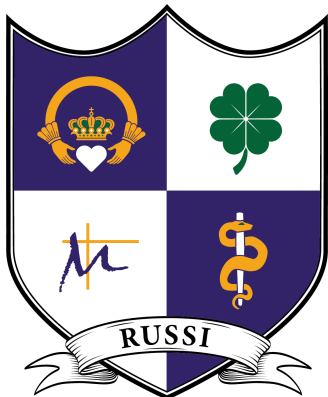
House of Cana: Cana in Galilee is celebrated as the scene of Jesus’ first miracle. Jesus and his Mother attended a Wedding celebration. The wine ran out, and Mary turned to her Son to rectify the situation. “Woman, what concern is that to you and me?” he responded. “My hour has not yet come.” But she persisted, and her Son turned six jars holding more than 550 liters of water (equivalent to more than 730 bottles) into fine wine. Blessed William Chaminade, founder of the Society of Mary and the first Marianists, would pull from this Gospel to develop the motto of the Marianists. “We have taken for our motto, the great phrase so full of sense and truth which Mary said to the servants at the wedding of Cana: ‘Do all that he will tell you.’” – Blessed Chaminade. Mary, the first disciple of Jesus, is our model of discipleship. Mary helps us follow Jesus, grow in His likeness, and bear his transforming grace to the world today. All Marianist Family members listen with their hearts to Mary’s words at Cana: Do whatever He tells you.



House of Bolts: Brother William Bolts, SM is a third-generation San Franciscan who entered Riordan in 1949 – graduated in 1953. As a Marianist brother, he has served as a teacher and administrator at Junipero Serra High School, Archbishop Riordan High School, and St. Louis School. Brother Bolts authored the book *Young Men Dream Dreams: Fifty Years of Archbishop Riordan High School*. Brother Bolts received our school’s highest honor, the Chaminade Award, in 2014. He currently serves on our Board of Trustees. We honor a living Riordan Legend with the House of Bolts in gratitude for his years of continued service and dedication to our school.



House of Pilar: While in exile in Saragossa, Spain, Blessed Chaminade spent a great deal of time praying and meditating before the statue of Our Lady of the Pillar. It is believed that it was in one of these times of prayer that Chaminade received the inspiration to found the Society of Mary. He received from Our Lady a special message. Firm in his love for Our Blessed Mother, he gathered men and women around him who dedicated their lives to her service. Working together, these men and women of Faith would form the Society of Mary and the Daughters of Mary. Our Lady of the Pillar (Spanish: Nuestra Señora del Pilar) is the name given to the Blessed Virgin Mary connected with an ancient Spanish tradition that she appeared to the Apostle James the Greater. St. James was disheartened with his mission, having made only a few converts. As he was praying by the banks of the Ebro at Saragossa, Mary miraculously appeared before him atop a pillar accompanied by angels. Mary told James that he was to be a pillar of strength. Let the thought and the image of Our Lady of the Pillar be a forceful reminder that we walk in the footsteps of St. James, the early Christians of Hispania, and Blessed Chaminade in following Christ. May Our Lady be for us a pillar of faith.



House of Russi: Fr. Jack Russi, SM was a member of Riordan's Class of 1957. At Riordan, he met the Marianist brothers and priests and found his calling. Fr. Jack entered the novitiate after graduation and professed first vows on August 15, 1958. Fr. Jack was ordained as a priest on August 26, 1967, at St. Cecilia Church in San Francisco. Over his career, he taught at Archbishop Mitty, St. Louis School in Honolulu. After his term as provincial of the Marianists, Fr. Jack returned to Archbishop Riordan, where he would spend five years as a counselor and chaplain. Fr. Jack Russi, SM died in the service of the Blessed Virgin Mary on June 20, 2011, in Cupertino, California, USA, at the age of 71 with 52 years of religious profession.

Counseling

The Counseling Department provides a comprehensive counseling model and is an integral part of each student's life in the Riordan Community. High school can be an exciting time and challenging time, and our goal is to support students as they work towards their academic, personal, college and career goals. The mission of the Counseling Department at Riordan is to cultivate the following pillars:

Foundation

Experience

Growth

Awareness

9th Grade: *Foundation*

When students transition to Riordan, they are laying their ***Foundation*** for high school success. This involves learning effective and productive academic habits, cultivating social and emotional skills, and getting to know the environment, culture, and community at Riordan High School.

10th Grade: *Experience*

The second year of high school is a unique stage of life for students as they develop their social and academic skills while navigating through the numerous challenges of adolescence. Students are encouraged to further embrace their High School ***Experiences*** and take advantage of the different academic and extracurricular opportunities that Riordan offers.

11th Grade: *Growth*

As students move into the second half of high school, they grow in various ways: academically, socially, and personally. Eleventh grade is a time when students lean further into their school ***Growth*** by challenging themselves academically, stepping into leadership roles, and making the most of this time in their lives.

12th Grade: *Awareness*

In the final year of high school, students reflect and build upon the first three pillars to have a higher level of ***Awareness***. Students take ownership and initiative in preparing for their next chapter after Riordan. Students are encouraged to celebrate their journey through these formative years and who they have become.

OUR SUPPORT MODEL

A wide range of support is offered to meet the academic, social, and personal needs of the student body. Students have the support of Class Counselors, Wellness/Support Counselors, and College Counselors. Each class is assigned two counselors: a Class Counselor and a Wellness/Support Counselor. Students are welcome to meet with either their Class Counselor or Wellness/Support Counselor at any given time. Beginning the second semester of junior year, a College Counselor joins the team in supporting the student and family through the college and post secondary planning process.

2025–2026 School Year	Class Counselors	Wellness/Support Counselors	College Counselors
Class of 2029 9th Grade	Vanessa Martinez	Melissa Hansell Madison Kelleher	<i>Support provided by Class Counselor</i>
Class of 2028 10th Grade	Ms. Melanie Aguas	Melissa Hansell Madison Kelleher	
Class of 2027 11th Grade	Mrs. Vanessa Vincent	Melissa Hansell Madison Kelleher	Beginning Spring Semester: Mrs. Melissa Nagar Mr. Lee Mauga Ms. Jackie D’Angelo (Grealish)
Class of 2027 12th Grade	Mr. David Canales	Melissa Hansell Madison Kelleher	Mrs. Melissa Nagar Mr. Lee Mauga Ms. Jackie D’Angelo (Grealish)
International Day/Boarding Students <i>All Grades*</i>	Mr. David Lin	*International Day/Boarding students receive additional support from other counselors as assigned by their grade level (see above).	

CLASS COUNSELOR

Each class counselor is assigned to one class (ex. Class of 2027) of students and supports them throughout their four years at Riordan. This rotational system allows class counselors to develop strong relationships with their students, helping them navigate the academic, social, and personal challenges of high school. Although each class counselor meets with their students periodically throughout the year, all students are encouraged to make regular use of the counselors and the support they offer. Class counselors support students by:

- General academic counseling
- Individual counseling to address problems of a personal or specific nature
- Drop-in hours before school, break, lunch and afterschool
- Parent conferences and referral resources
- Graduation & College Readiness (ex. A-G requirements)
- Personalized course request process support
- Foundational College counseling & future planning
- Providing post secondary support via online platform, SCOIR
- Standardized testing on National Testing Day

- Collaboration with Administration, Teachers, and RSP Coordinators as needed
- Conduct class meetings as needed
- Providing classroom presentations

COLLEGE AND POST SECONDARY COUNSELING

The College Counseling program is a student centered process supported by class counselors in Frosh and Sophomore year to set the foundation for college readiness and life planning. College counselors regularly collaborate with the class counselors in providing Riordan students with comprehensive information about post-secondary educational and career options.

This process formally begins in the second semester of their junior year during the *College Kick-Off Night* in January, when students are introduced to their assigned College Counselor and the timeline of the application process.

College Counselors then invite students and families to a *College & Post Secondary Planning Meeting*. 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 includes, but is not limited to:

- Guiding students in analyzing and evaluating their academic and personal profile to identify their strengths, areas for growth, interests, values and post-secondary goals.
- Assessing students' preferences, goals and aspirations to help them determine which colleges and universities align with their aspirations.
- Recommending colleges to students to help them create a targeted college list
- Participates in the San Francisco Case Studies of College Admissions event that invites families to explore the admissions holistic review process and hosts a fair with 100+ colleges across the country.
- Offering guidance on application strategies ex. assist in drafting essays, completing college applications materials, and submitting school support materials.
- Hosting college workshops, summer boot camps, and informational nights (College Application Process and Financial Aid).
- Scheduling on campus visits with over 60 college admission officers every Fall.
- Facilitating teacher recommendation process
- Maintaining scholarship database and assist in Financial Aid applications
- Supporting students in making informed decisions about post secondary plans.
- Keeping families informed throughout the process through College Newsletters.

WELLNESS AND SUPPORT COUNSELING:

All Riordan students have access to meet with a Wellness Counselor. A Wellness Counselor is assigned to each grade level and supports them throughout their four years at Riordan. The main goal of Wellness Counseling at Riordan is to work alongside the class counselors to provide comprehensive support to support students with their mental health and well-being so

that they can be successful in the classroom. Wellness Counselors are able to support students with the following :

- Weekly time-limited individual counseling meetings with students if/when needed
- Review the need for ongoing meetings at the end of each academic quarter
- Referrals to resources and support outside of school
- Crisis support during the school day
- Collaborate and communicate with families as appropriate
- Whenever possible, gain consent from the student before speaking with parents/guardians about personal matters
- Conduct re-entry meetings for students with extended absences, including leave for mental health (see details below)
- Provides an added layer of support for students who are on Academic or Behavioral Probation/Ineligibility
- Create and support school-wide preventative health and wellness programming based on student need and interest

CONFIDENTIALITY WITH COUNSELORS

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

- Report suspected child abuse to Child Protective Services.
- Report information to parents/guardians and/or professionals required by law when the counselor deems a student to be a threat to themselves, a threat to another person, or a threat to destroy property.
- Consult with other counselors and appropriate personnel or agencies.
- Consult with the appropriate school administrator regarding such situations that may be potentially disruptive or damaging to the school's mission, personnel, and property.
- Disclose information deemed to be confidential when ordered to do so by a court of law.

In summary, counselors are available to support students with a variety of issues, including academic struggles, social and emotional concerns, college and career planning, and more. We believe that every student has the potential to succeed, and we are committed to helping students reach their full potential.

ATHLETICS

ARCHBISHOP RIORDAN ATHLETICS

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 student athletes 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**" and 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, they are still expected to be at practice unless directed not to by the Athletic Trainer or by a note from their physician.

Any "unexcused absences" as defined by 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. Students 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 this 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 completed. 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 to a physician can only be released to Archbishop Riordan's Athletic Trainer before returning to athletic participation. Student athletes who are 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.** Expect general athletic training room hours to be open to students between 2:45pm-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 stated in The Archbishop Parent-Student Handbook 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 on "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 a 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 for their Spring Semester must enroll in and pass the appropriate summer school/online courses to be eligible for the Fall Season.

Freshman Student Athletes who are on any type of "Probation" cannot miss a class to travel to contests until their GPA is raised above a 2.0.

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 [SportsNet](#) 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 removal 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 unless invited by Archbishop Riordan Faculty and Staff.

CONFLICT RESOLUTION

Archbishop Riordan High School supports its coaches' decisions on game strategy and student athlete playing time. Coaches should never be contacted at home, nor should a coach under any circumstances, be contacted directly before, during or after an athletic event.

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 any family involvement.
- **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 members of the Archbishop Riordan Administration.

ATHLETIC APPAREL

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 an online Riordan Approved Athletics Apparel/School Uniform Store. Archbishop Riordan Athletics will make every effort to make sure particular online store items are consistent among all Archbishop Riordan Athletic Sport Teams to keep costs 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.

STUDENT-ATHLETE GAME DAY DRESS CODE

Athletic Formal Dress during the school day/before Contests :

- Riordan Athletics Purple Jacket accompanied by the regular Archbishop Riordan Dress Code Policy.
- 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.

END OF YEAR/SEASON EVENTS

Archbishop Riordan will host an end of season celebration for all Athletic Programs. Events sponsored by the Athletic Department, will be held on campus, and refreshments will be provided by Archbishop Riordan's on campus food provider. Any Program who wishes to go above and beyond the Riordan hosted event will need to find funds/suppliers on their own accord. It is highly recommended to consult with the Athletic Department prior to doing so.

TEAM PARENTS

If a Team Parent is requested by a Head Coach, and approved by Administration, the role of the Team Parent is to assist coaches organize the non-sport activities. The Team Parent is the liaison between the coach and the parents to communicate important dates and/or events, information and any participation needs. The Team Parent will work out the details and duties with the Coach prior to the start of the season based upon the requests and requirements of the Coach. Basic duties usually include helping with the administrative/organizing for the team, allowing the coach to focus on coaching duties.

The Team Parent will retain a contact list of all players and their parents including email addresses and phone numbers to keep the parents informed of practice schedules and/or schedule changes, game schedules, snack lists, etc. Team Parents can use apps such as Schoology, SignUpGenius, GroupMe, Team Snap, Shutterfly Share Sites, etc.

The Team Parent will have opportunities to provide all players on the team individual snacks and drinks. Team Parent will maintain the schedule, send out reminders and or assign up a backup if needed. The Team Parent, after speaking with the Coach, can share a suggested snack list to all parents and it is always best to avoid any nut items due to allergies.

The Team Parent role is to be supportive of the Coach, players and parents. If parents have concerns or issues, they should bring them up directly with the Coach. Be a role model for players and parents by keeping a positive attitude. The Team Parent is the "go-to" person on all questions regarding team activities, games, etc and should know the schedule and where to find any gameday information.

If the Coach would like an end of season party, the Team Parent will coordinate with the parents. The Team Parent will coordinate any volunteers and duties as early as possible.

If the team decides to show the Coach any appreciation, the Team Parent will handle the coordination. The Team Parent could poll the parents and decide whether or not to get a gift (monetary or otherwise) or not. If the team decides not to do a group gift, then the parents could still do individual gifts if they choose.

ATHLETICS IN MARIANIST FAMILY SPIRIT

A. Create a favorable environment for Athletics

The Athletic Community models Marianist Family Spirit by providing a climate of acceptance, discipline, and love. The athletic community acts as a “second family,” fostering human growth and maturity. From the norms, beliefs, values, attitudes, and capabilities of all the people associated with an athletic community, culture emerges. All members of the athletic community share the responsibility to create and sustain an environment which can flourish beauty, simplicity, harmony, discipline, and creativity. When this responsibility is faithfully fulfilled, the result benefits and forms all its participants.

B. Cultivate interpersonal relationships characterized by openness, respect, integrity, and dialogue.

The Athletic Community strives to create a gracious environment by providing time not only to coach, but also frequently to praise, thank, and recognize all members of the athletic community. Because we perform our vocations by “our every word, gesture, and look” we listen attentively and engage in dialogue with trust and empathy. By being available and open to others, we continue to make the gospel vibrant in the daily life of our athletic community.

C. Form an Athletic Community with collaborative structures and processes.

Effective collaboration requires good communication, clear lines of authority, and respect for the principle of subsidiarity. Preeminent among the signs of Marianist collaboration is creating practical structures for teamwork among Coaches and Student Athletes. We also seek effective ways to work with families of our students for mutual support and to reinforce our common mission. Furthermore, we cooperate with other Educational, Athletic, Multicultural and Faith Based Organizations for growth and understanding of our vocations and the populations we serve.

D. Express our leadership as a loving and dedicated service

In Marianist athletic communities, authority exists not for its own sake, but for the common good. Responsibly used, authority helps students to learn, and coaches lead with a collaborative style. We exercise authority to facilitate change and provide direction, but also to communicate with trust and honesty, to create in our athletic programs a democratic and harmonious atmosphere. When necessary we discipline with a “prudent tendency to leniency,” calling each student to personal and communal responsibility.

E. Influence others by exhibiting the Marian traits of openness, hospitality, graciousness, and faith.

The Athletic Community should be a source of family spirit and a model of Marian virtues. In the daily life of a hospitable Athletic Community, we give and receive freely and gratefully. Our friendliness and hospitality signify our trust in other people and our faith in God's loving acceptance of us.

ATHLETIC TEAM PRAYER (Optional Prayer for Use)

As a Catholic School in the Marianist Tradition, Team Prayer will be said before and after every athletic contest. Coaches and/or Team Chaplains can create/use prayers of their choice, or use the example below.

BEFORE CONTESTS

COACH/CHAPLAIN: As a Catholic School in the Marianist tradition we begin all activities by asking for our Mother's blessing.

ALL: In the name of the Father, and the Son, and the Holy Spirit. Amen.

ALL: Hail Mary full of Grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb Jesus. Holy Mary Mother of God, pray for us sinners now and at the hour of our death, Amen.

COACH/CHAPLAIN: Holy Mother, we come before you tonight and we give you thanks for your many blessings. May the actions of all here this evening, coaches, players and fans, always reflect your love for all people. Please keep all the athletes free from injury and may they be strengthened in mind, body and soul to perform their best each day.

And together we pray the Marianist Doxology:

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

ALL: In the name of the Father, and the Son, and the Holy Spirit. Amen.

AFTER CONTESTS

COACH/CHAPLAIN: As a Catholic School in the Marianist tradition we ask for our Mother's blessing.

ALL: In the name of the Father, and the Son, and the Holy Spirit. Amen.

ALL: Hail Mary full of Grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb Jesus. Holy Mary Mother of God, pray for us sinners now and at the hour of our death, Amen.

COACH/CHAPLAIN: Holy Mother thank you for watching over our competition today. Let us grow in both our successes and in the lessons we learned which made better people and athletes. Continue to instill in us the desire to learn constantly, the goodness to serve generously, and the courage to lead wherever you call.

And together we pray the Marianist Doxology (ALL): May the Father and the Son and the Holy Spirit be glorified in all places through the Immaculate Virgin Mary. Amen.

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

<ul style="list-style-type: none">● Appears dazed● Vacant facial expression● Confused about assignment● Forgets plays● Is unsure of game, score, or opponent● Moves clumsily or displays incoordination● Answers questions slowly● Slurred speech● Shows behavior or personality changes● Can’t recall events prior to hit● Can’t recall events after hit● Seizures or convulsions● Any change in typical behavior or personality● Loses consciousness

What can happen if my child continues playing with a concussion or returns too 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 athletes 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 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.

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. When in doubt, the athlete should sit 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.
- Your child will need monitoring for a further period by a responsible adult, and should not be left alone over the next 12-24 hours.

Call 911 and go to the nearest Hospital Emergency Department for the following:	
Headache that worsens	Can’t recognize people or places
Seizure (Uncontrolled jerking of arms/legs)	Looks very drowsy or 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

Treatment 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 they 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). Bring these checklists to your physician.
- No activities like after school sports, PE, or any other 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.

Student Clubs and Organizations

Membership and Responsibilities

1. All Clubs and Organizations must have an Archbishop Riordan Faculty/Staff Member serve as Club Moderator. Any other Adult Moderator must be approved by Administration.
2. Club Members must be currently enrolled at Archbishop Riordan.
3. Club Members must have a 2.0 Grade Point Average or higher to join.
4. All Moderators and Members will comply with the rules and regulations stated in the Archbishop Riordan Student/Parent Handbook
5. Mandatory club participation in all yearly School Carnivals.
6. Mandatory club attendance/participation to one scheduled co-curricular event during the school year (please see Director/Assistant Director of Student Activities for assistance).

Disciplinary Ineligibility

When placed on this status a student may not participate or attend any school-sponsored activity. 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. Please see Deans of Students with any Questions.

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. The student is not allowed to participate in any extracurricular activities. Please see Deans of Academics for any Questions.

Academic Resource Center

If a student is assigned to an ARC, they cannot miss ARC appointments for Club Meetings. Any ARC assigned students' with a potential absence for a special club event must be approved by the Assistant Principal of Academics.

Club Gear

Any Club Gear (T-Shirts, Hoodies, Hats....ect.) are to fall under Archbishop Riordan Branding Guidelines. Gear is to be paid for by club members out of pocket, or through fundraising opportunities. In most cases, we will use a common gear provider. Please see Assistant Principal for Student Affairs for final gear approval.

Off-Campus Club Activities

Off Campus Events may require out of pocket pay from club members as well as additional documentation. Any Off-Campus Club Activities are to be cleared by the Assistant Principal of Student Affairs.

Fundraising

Any fundraising materials are to come out of pocket by Club Members. Any Fundraising involving partnering with outside organizations must be cleared by the Assistant Principal of Student Affairs.

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 ASSOCIATION/CRUSADER MEN'S CLUB

The mission of the Archbishop Riordan High School Parent Association is to represent the Archbishop Riordan Parents and Guardians, support the Archbishop Riordan High School Mission Statement and promote participation and involvement in the whole family spirit. The Parent Association and the Crusader Men's Club is expected to do the following:

- Support the school Mission Statement;
- Promote and increase class participation in the community events;
- Recruit volunteers for Parent Association events as needed;
- Encourage parent participation and communication to learn more about the school and community;
- Provide volunteer opportunities, and/or support Advancement Department fundraising campaigns.

The Parent Association runs several events per year, with each class taking a leadership role. For more information about the Parent Association, please contact Jill Micheli, jmicheli@riordanhs.org.

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-sponsored social media accounts, photos, videos, and website material. 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 Riordan Brand Manager, Daisy Bolger via email dbolger@riordanhs.org.

COMMUNICATION FROM SCHOOL

Parents/guardians 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.

Family Newsletter

It is critical that all parents/guardians receive and read the weekly Family Newsletter sent Fridays at 6 p.m. It contains very important news and announcements concerning your student's classes and activities at Riordan.

Emergency Communications

In case of an emergency, parents/guardians will receive a combination of text messages, email, and phone calls from the Riordan Administration. Parents are automatically enrolled in the Emergency Communication System when they are added into PowerSchool as a

“parent/guardian” at the time of their student’s enrollment at Riordan. The information on file with PowerSchool - email and cell phone number - are used to contact you through the Emergency Communications System. Please keep this information up-to-date at all times in PowerSchool.

TUITION AND FINANCIAL POLICIES

TUITION AND TUITION COLLECTION

The timely payment of tuition is critical to the operation of Archbishop Riordan High School (Riordan). Riordan 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 Riordan and the families we serve. Please note that Riordan 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 Finance Office. 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. We advise any family expecting to be late with tuition payment to contact the Enrollment Manager prior to the expected late payment.

The Riordan Finance Office is open from 7:30 am to 3:30 pm. The Finance Office may be reached at (415) 586-8200 ext. 257.

- Before the school year starts, Registration must be paid every year and is processed online in School Admin.
- 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 \$68 set up fee.
- Payments are automatically debited on the date determined in the TADS agreement.
- Late payments for past due accounts are charged a \$50 late fee on TADS.
- Students will not be permitted to start classes if tuition is outstanding.
- 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 payments returned from the bank are charged a \$50 return fee on TADS.

FINANCIAL AID

Riordan strives for affordability and works to secure funding internally and externally to help families afford tuition who have a demonstrated financial need. Riordan 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 themselves may result in the elimination of financial assistance.