



RIVERMONT COLLEGIATE

Residential Life Handbook



The goal of the residential life program is to create an atmosphere in which students can grow academically and socially within a supportive structure of faculty, families, and peers. As with the broader school community, courtesy, respect for rights, and good will are essential for a positive environment.

RESIDENTIAL LIFE

Although individual living units operate with different styles and with some minor variations, the information and regulations that follow apply to all boarding students except where otherwise indicated. Boarding students should be aware that they are under the school's jurisdiction at all times during the school year except when signed out with their parent/guardian permission to visit another student, family member or friend. However, boarding students need to keep in mind that they are representatives of the school.

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What to Bring

Each student is furnished with a single bed and mattress, student desk, a desk chair, a chest of drawers, and a mirror. Residence halls have rooms with individual sinks, and bathrooms and shower facilities that are shared by one other student. Students furnish their own washcloths and bath towels, sheets and pillowcases, mattress pads or covers, blankets, bedspreads, and wastebaskets.

We encourage all residential students to brighten their rooms in an acceptable manner according to their own tastes. Curtains (with tension rods), throw rugs, bean bag or director's chairs, pictures and posters are all items which make rooms cheerful and comfortable. Pictures and posters should be hung with special materials which do not damage paint. Nails, thumbtacks and tape are not permitted.

Students should bring their own study lamps. Students may also bring stereos and their components. The dorm parent will keep student's passports, visas, and other valuables or important documents in a safe. Students are advised to avoid keeping large amounts of cash or valuable items in their rooms.

Boarding students are required to have laptops. Parents and students should be aware that some courses require typed essays and that some courses require certain work to be submitted electronically. All residence halls have wireless access.



Please note that parents are advised to consult with their insurance agents to determine whether or not their personal property is covered by homeowner or other family policies. Rivermont Collegiate is not responsible for personal effects in residence halls and has no insurance for theft or loss of students' property.

What Not to Bring

Students are NOT permitted to have televisions*, refrigerators or electrical appliances such as air conditioners, irons, sun lamps, halogen lamps, electric blankets, room heaters, popcorn poppers, microwaves, rice cookers, hot pots or hot plates. Animals and pets of any kind, including fish, are NOT permitted in residence hall rooms. Irons, provided by the school, are to be used ONLY in designated places with the permission of the dorm parent. Violations of these regulations result in confiscation of the banned item. Violations are also cause for disciplinary actions and possible monetary fines. Containers which contain or once contained alcoholic beverages, tobacco or drugs are expressly prohibited. Posters which depict or glamorize alcohol, drugs, or tobacco products or which are considered sexually inappropriate are forbidden.

We strongly discourage families from sending television and video game consoles with their student. There are televisions in the common areas of both residence halls and an Xbox console for shared use in the STEAM center. Students are encouraged to bring age appropriate games for the console.

Fire Safety

Rivermont Collegiate takes careful precautions to reduce the chances of fire. Student cooperation with these precautions is both important and expected. Specifically, many of the items listed above in the "What Not to Bring" section are prohibited for fire safety reasons. Absolutely no combustible materials or open flames are permitted on campus in residence hall rooms, hallways or any other portion of buildings in which students are housed – this includes candles, incense, matches, etc. Also, strong disciplinary action will be taken for unauthorized use of fire alarms or extinguishers.

Special instructions for students for fire drills will be given at the beginning of the school year. General guidelines are: at the sound of the alarm, all students will close all windows, and close but not lock the door. Proceed to the exit designated for their area. Wait in designated meeting area for attendance check and for further instructions. Cooperation and attention to these instructions is important and could save lives.

Medical Procedures

International residential students are required to purchase basic health insurance before arriving on campus. Rivermont Collegiate recommends either ISM Insurance or ISO Insurance. Links will be provided upon request. Efforts should be made to comply with vaccination requirements before arrival on campus. Students who are unable to procure all necessary vaccinations will be taken to the Scott County Health Department to ensure that the school meets all state and federal vaccination requirements.

The following procedure should be followed in reporting illness or injury: boarding students should report to their dorm parent by 7:30 a.m. if they feel ill in the morning.

Students who become ill during the school day must report to Mrs. Paget in the Mansion until the dorm parent is notified. Trips to the doctor will be arranged by the dorm parent or Residential Life director.

Excuses from class for reasons of ill health may only be granted by the dorm parent or other senior administrators. In most instances, ill students will be required to stay in their rooms during the school day. Meals will be brought to the students. If the boarding student is absent from classes after lunch, they may be required to remain in his/her residence hall room for the remainder of the day and evening. In such cases, supper will be brought to the student's room.



Boarding students who are injured in athletic contests or practices must report injuries to the coach and the dorm parent upon return to the residence hall and may not participate in after school events until cleared to do so.

Boarding students must give all medications (including over-the-counter and prescription) to the dorm parent upon arrival. The dorm parent will coordinate with the student to ensure medications are taken as prescribed. Failure or unwillingness by the student to take prescribed medication will be treated as a violation of school policy and may lead to disciplinary action up to and including dismissal. Prescription medicine must be stored in the dorm parent's office. Note: Any student misusing prescription medication, will, in all likelihood, be separated from the school.





Daily Schedule

WEEKDAYS: Monday – Friday (subject to change)

7:00 am – Wakeup

7:30-8:00 am – Breakfast check-in at the dining hall

8:15 am – School day begins ... morning meeting / home room

3:30 pm – Classes end, Residence halls open

3:30-5:30 pm – Free time, Sports Practices, etc

5:30-6:30 pm – Supper (check-in with dorm parent on duty)

6:30-7:15 pm – On-campus free time

7:15 pm – Check-in to residence halls

7:30-9:30 pm – Study Hours (Sunday – Thursday)

9:30-10:00 pm – On-campus free time / Commons clean-up

10:00 pm – Check-in to residence halls (Sunday – Thursday)

11:00 pm – Lights Out (Sunday – Thursday)

WEEKEND: Saturday and Sunday

11:30 am-12:30 pm – Brunch in dining hall

3:30 pm – Head count by dorm parent on duty

5:30-6:30 pm – Supper

6:30 pm – Head count by dorm parent on duty

11:30 pm – Check-in to residence hall

1:00 am – Lights out (Friday and Saturday)

Evening Study Hours

All boarding students will be provided with a quiet study environment every evening Sunday through Thursday from 7:30 p.m.- 9:30 p.m. Students may study in their rooms or commons areas. For the convenience of the dorm parent on duty, it is highly recommended that room doors be propped open during study hours.

Students who wish to study with other students or faculty during study hours may do so with permission from the dorm parent and faculty. Designated spaces will be provided for structured study so that noise will not affect other students who desire total quiet.

Evening hours are specifically set aside as time for doing homework, studying for upcoming exams, reviewing class notes, or engaging in other intellectual or academic pursuits. Whether in their rooms or common areas, students are expected to remain respectful of their volume during this time. Dorm parents will be walking around during this time to ensure a quiet environment and check-in on individual students.

GPA guidelines for evening study:

3.5 or higher – open study hall; students may study in their rooms or the Commons

3.49 to 3.0 – independent study hall in own rooms or designated structured study space

Below a 3.0 – supervised study hall in designated structured study space

Students in independent or supervised study hall are not to be excused from evening study except by the dorm parent.

Students who indicate by their behavior that they cannot handle the responsibility of studying in their rooms may be placed in supervised study hall and/or given some form of residence hall restrictions.

Students must silence their cell phones during evening study hall. If cell phones or other small personal devices are interfering with study hours, the dorm parent may collect the devices during that time. Additionally, if laptops or other electronic devices routinely become a source of distraction and disruption, students may be asked to turn in those devices to a dorm parent prior to lights out. Devices will be stored in a locked cabinet for the night and will be available for pick-up in the morning from the dorm parent. Families may call the dorm parent in the event of an emergency.

Evening On-Campus Free Time

The time between supper and 7:15 p.m. is free time. There are lounges, referred to as the Commons, in both residence halls that are open for coed visiting during this period. Boarding students are not permitted to be outside their own residence halls after 7:15 p.m. check-in Sunday through Thursday nights, unless attending school sponsored events or studying in a designated structured study space outside their own dorm.

Evening free time is a privilege that may be revoked at any time at the discretion of the dorm parent.

Lights Out

Quiet time begins at 10:00 p.m. each evening. Lights out in the residence hall for all students will be 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Friday and Saturday.

Electronics Policy: Students may use their phones and computers to play games, watch videos and communicate with home so long as doing so is not distracting to roommates and others. Students should not use their electronics after lights out. If electronics use becomes a detriment to the success or well-being a student, dorm parents reserve the right to collect computers and cell phones each night before lights-out.

Internet Service: Sunday through Thursday, the internet will be turned off from 11:00 p.m. to 6:00 a.m. On Friday and Saturday, the internet will shut off from 12:00 a.m. to 6:00 a.m.

Housekeeping

Boarding students are expected to help keep the residence hall and their rooms neat and clean. Weekly activities will be planned and implemented to support this goal.

- Every evening, a pair of students will work together to clean the common area. Pairs will rotate this responsibility.
- On Sunday evenings, each resident will clean up and organize his or her own room. This includes a brief cleaning of the bathrooms, taking out all garbage and picking up all clothing items and other detritus from the dorm room floors (this includes sweeping and emptying garbage cans). The dorm parent and/or director of residential life will check each room, provide feedback and give the stamp of approval of a clean room. Of course, individual boarders should maintain a clean and orderly room on a daily basis.



Room Condition

Boarding students are expected to keep their rooms neat and clean. Furniture is not to be removed from the residence hall rooms in which it is originally placed. Beds are not to be modified in any way – removal of ends, placing springs/mattresses

on the floor, etc. Bed height may be adjusted with the assistance of the dorm parent.

Special adhesive or molding brackets are the only means by which wall hangings or posters may be mounted. Desks are to be kept in good order. Residence hall consequences may be assigned for violations of the above, and charges will be made for damages. Damages to common areas will be assessed to all residents of the living unit unless someone assumes responsibility.

Each residence dorm parent will hand out a room condition report to each boarder as the school year begins. Each student should take the time to see that these reports are complete and accurate before returning them to the residence hall leader. If, for any reason, a student is approved to change rooms during the school year, they must be sure to fill out another room condition sheet and return it to his or her dorm parent. When moving out, the room should be made to appear the same as it did on the day of moving in.

As needed to make repairs or check equipment (heaters, air conditioners, sinks, etc.), a member of the maintenance staff may enter a room. Before entry, all staff will coordinate with the dorm parent to ensure the privacy and safety of students.

Room Search Statement

The residence hall rooms are the property of Rivermont Collegiate and are loaned to the students to use for the school year. Rivermont Collegiate reserves the right to search rooms for condition and for the presence of any inappropriate materials as school administrators see fit. The room may be formally searched without the student present but always in the presence of two adults. The school also reserves the right to engage local law enforcement to assist in room searches when warranted.



Room Safety Tips

- Students are urged to ALWAYS to keep rooms locked.
- Students are advised not to keep valuables in their rooms. Money, jewelry and credit cards should be kept to a minimum (less than \$30).
- The school strongly suggests that boarders not leave credit cards, money, checkbooks, jewelry and other valuables around in plain sight. A lock box is available for student use in the apartment of the dorm parent. Parents/guardians should check bills carefully if their student has a credit card.
- International students are required to give their passport, visa, I-20 and other travel documents to the dorm parent to be stored in a lock box. These documents are available upon request of the student as needed.

Security

Efforts are made to create a safe environment in our dorms. Video cameras are installed in common areas and hallways within the residence halls. The footage is accessible by the dorm parents and other Administrators when there is a concern. Additionally, the STEAM center will be locked at all times and accessible only via a magnetic key card issued to each resident.

Guests

Boarding students may not have overnight guests in a residence hall. Guests (Rivermont day students) may visit between 3:30 p.m. and 7:15 p.m. Sunday through Thursday in the Commons, and during posted hours on the weekends. If a guest elects to stay for supper, a fee is charged to the host student's account for each meal. All guests must follow the rules of the residence hall and Rivermont Collegiate.

At certain times during the year, special guests may stay overnight in the residence halls with permission of the Assistant Head of School for Admissions and/or the Headmaster.

Boarding students should notify dorm parents if they intend to invite a guest into the dorm. Boarding students must also seek advanced permission to invite a non-Rivermont guest onto campus.

Dining Room and Meals

Attendance is required at all meals unless the student has been excused by the dorm parent. Please note that appropriate clothing and shoes must always be worn in the dining room and kitchen, in keeping with health regulations. Students will be expected to help clean up after meals as designated by the dorm parent, usually on the weekends.

Students are not permitted to remove dishes, silverware, glasses or other equipment without permission from the dining room supervisor or the dorm parent.

Personal Spending Accounts

Rivermont Collegiate does not provide personal spending accounts. Students are encouraged to bring a bank card with them. Students may also set up an account with a local bank when they arrive on campus with the help of the dorm parent.

Boarding students are advised against keeping large sums of money in their rooms. The school will not be responsible for the loss of money in their rooms or student use.

Laundry

Washers and dryers are in each residence hall for student use. Third party laundry services may be available and must be approved by the Director of Residential Life and the dorm parent.

Mail

The dorm parent will distribute mail each day in the residence halls at a designated location. To facilitate delivery to boarding students, please address mail as:

Student Name
Carriage House
Rivermont Collegiate
1821 Sunset Dr.
Bettendorf, IA 52722

Motor Vehicles

Boarding students may not ride in a car unless their parents have given written permission to the school. At the beginning of the school year, and as needed, parents will be asked to complete the Motor Vehicle Permission Form. Each time a situation arises that necessitates an exception to this rule, students must gain permission from the dorm parent and the Residential Life Director. Students with a valid US driver's license may request permission to have a vehicle on campus. Upper classman may, with parent permission, drive their vehicles no more than 20 miles from campus in approved areas.

International Students: Iowa laws make it very difficult for international students to obtain a driver's license. Rivermont Collegiate will not be able to help students obtain driver's licenses.

Taxi & Ride-Sharing (Uber) Policy

Boarding students may take an Uber to an off-campus destination on Friday evenings and weekends, provided they adhere to these guidelines:

- The student has been given expressed permission to ride in an Uber by his or her own parent or guardian.
- The student is travelling with at least one other Rivermont student.
- The student notifies the dorm parent of where they are going and how long they intend to stay.
- The student texts or calls the dorm parent upon arrival to that destination.
- The destination is no further than a 20-minute drive from campus.

Failure to adhere to any of the above guidelines will result in loss of privilege to use Uber again as well as leading to disciplinary infractions.

Bicycles

Students may bring a bicycle to campus or purchase one while here. Additionally, Rivermont will have a few bicycles that can be borrowed by trustworthy students who wish to go for a bike ride or take a bike to an off-campus destination. Anyone riding a bike must also have a helmet and a lock. Students wishing to ride a bike off-campus must also notify dorm parents and may only do so during specifically designated times and days.

Recreation Opportunities

Weekend recreation is an important part of the Rivermont Collegiate community experience. Each weekend a variety of activities are offered. These activities may include:

- **Off campus offerings:** hiking, camping, sledding, skiing, snowboarding, biking; trips to shopping malls, movie theaters, ski resorts, bowling alleys and much more
- **Cultural recreation offerings:** musical performances, performing arts, theatrical productions, poetry nights, and comedy shows
- **Community service offerings:** local service opportunities
- **On campus events:** volleyball games, basketball games, game night, movie night, dodgeball, karaoke, etc.

Each boarding student is strongly encouraged to take advantage of opportunities to get off-campus. Leaving campus is important to break up the monotony of residence life, to bond with classmates, and to relieve stress by having fun. Additionally, recreation opportunities should be viewed as part of the educational experience, expanding your boundaries and exposing you to new experiences. Dorm parents will reach out to boarding students who consistently refuse to participate in communal outings, and the Assistant head of school may ultimately also consider refusal to engage with the community as grounds for denial of readmission to Rivermont the following year.

Behavioral eligibility is necessary to participate in any recreational events that require leaving campus. This is determined by the Dean of Students office. Weekend recreation events are announced by Tuesday each week. Sign-ups are collected on Thursdays for most events.

Sign-Outs and Check-Ins

One of the most important responsibilities of a boarding school is knowing, at all times, the whereabouts of its students. It is students' responsibility to notify dorm parents regarding their whereabouts at all times. During free time students are required to sign in and out of the dormitory.

Weekdays

- Students shall sign-out of the residence hall each time they leave the building. Upon return, the students will sign-in.
- Students are required to check-in at breakfast by 8:00 a.m. Monday through Friday in the dining hall.
- If a student leaves a classroom building before 3:30 Monday through Friday, they must sign-out at the front desk of that building.
- The residence halls will be closed from 8:15 a.m. to 3:30 p.m. during the school week.

Weekends

- Students may leave the dorm during weekend free times but are responsible for notifying dorm parents and signing out before doing so. Students departing campus must make note on the check-out sheet of how they may be reached by phone. Students must remain accessible by phone AT ALL TIMES. Students must arrive at or before designated check-in times. In the event a student may be delayed in returning for check-in, the dorm parent or on duty staff must be contacted in advance of the check-in time. Failure to do so will result in search efforts being undertaken and will likely result in serious consequences.

TOEFL/Testing/Tutoring Scheduling

Students who wish to schedule TOEFL testing or other non-school sponsored standardized testing should arrange to schedule those exams for Saturday mornings if at all possible. Students who need transportation to off-campus testing sites must notify dorm parents at least 48 hours ahead of time. A student may provide his or her own transportation (taxi or ride-sharing) to a testing location but must still follow policies outlined above in that instance.

Relatedly, students who wish to work with an on-line tutor should plan to schedule that during designated afterschool study hours and not at a time that interferes with other planned activities, unless approved in advance by the Residential Life Director.

Weekend Leave

Except for a few closed weekends, a boarding student may be excused to visit home on weekends or may be excused for visits elsewhere with permission from home. The procedure is outlined below.

Students may not leave before the end of their last class on Friday. If, for any reason, the student has a change in weekend plans, it is the responsibility of the parent to notify the dorm parent.

All boarding students MUST return to their residence hall before 7:00 p.m. on Sunday evenings. Ample time should be allowed to cover delays en route. If unforeseen circumstances cause a student to be late, the student or parent must call the dorm parent.

The school reserves the right to cancel or revoke any off-campus weekend privileges at any time; off-campus weekends are a privilege, not a right.

Extended Absences: Parents/guardians of boarding students must notify the school when the student will be away for extended periods. Students must also fill out the Planned Absence Form, available in the Honors Commons or from Mrs. Paget in advance of the scheduled departure.



Weekend Leave Procedure

1. Students should fill out a weekend leave request by noon on Tuesday. Forms are available from the residential life director. Requests made after noon on Tuesday will likely be denied due to time limitations on receiving parent and host confirmation.
2. After the request has been submitted, hosts and parents must e-mail or call the residential life director no later than Thursday at 12:00 p.m. to confirm the leave. Call (563) 359-1366 ext. 335 or send an email to CLawrence@RivermontCollegiate.org.
3. The student will be notified when their leave has been approved. Students may not depart campus until the leave has been approved.

School Vacations

Residence halls open and close PRECISELY on the dates listed on the Rivermont Collegiate website. Students will NOT be accommodated in the residence halls before the stated arrival dates or after the departure dates. Families of students arriving early or departing after dates listed below must make alternative housing arrangements. Parents and/or students that book their airline tickets outside of the designated travel times (before the end of classes and exams) may be required to book additional tickets within the travel period or will be charged fines starting at \$3000.

Room Closing Procedures

Before a student leaves the residence hall at the end of each semester or for the summer, the following items must be completed two hours before a student leaves the hall to ensure the safety of the students and the



school. This allows time for a dorm parent staff to review the following list with the student.

- Sweep and mop bedroom and bathroom floors
- Clean shower, toilets, sink, and mirror
- Pick up all items off the floor
- Remove all unopened snacks from the rooms
- Take all trash to the dumpster
- All personal items are to be removed from the commons
- Unplug all items in the rooms from the outlets (tv's, lamps, clocks, chargers, etc.)
- Complete a room check form

Closed Weekends

Closed weekends are weekends where students are not allowed to leave campus. Students may not sign out or go off-campus on such weekends. The school reserves the right to add closed weekends when needed. Students may not leave campus early (before the end of classes) for holidays or other school breaks. Examples are Thanksgiving, Winter Holiday, Spring Break and Graduation.

The following weekends are closed: the weekend before the start of classes, the weekend before finals, and Graduation weekend.

Travel Procedures

If you have questions, please contact the Residential Life Director, Collin Lawrence.

***Arranging for Travel**

Please forward a copy of the student's airline ticket to Collin Lawrence. Tickets are due no later than three weeks prior to the school vacation. Ground transportation cannot be arranged until we have a copy of the airline ticket.

***Services and Fees**

Transportation is offered to and from the Quad City International Airport (MLI) in Moline, IL, and bus stations in Moline, IL, and Davenport, IA. Students must make every effort to fly through MLI. If students travel outside of the approved transportation hubs, they will be charged a significant fee for driver costs (\$250 for one-way to Chicago). There is a shuttle that runs from Chicago O'Hare to the Quad Cities for a much lower cost, and the school can help arrange this.

Once again, parents and/or students that book their airline tickets outside of the designated travel times may be required to book additional tickets within the travel period or will be charged fines starting at \$3000.

Storage

Some summer storage of personal items may be available for students who have already enrolled for the following year. Large items will not likely be allowed in summer storage. Requests for summer storage must be made at least one month before the designated move out date, so as to allow for the review of such request. In the event the student is allowed to store items over the summer, all items must be securely boxed and sealed as well as clearly marked with the student's name. Items left in storage after move-in day will be considered abandoned and may be donated or discarded. Items with no name on them or left in the students' rooms at the end of the school year will be discarded. Students who leave items in their rooms and do not clean their rooms before leaving campus will be subjected to a cleaning fine of \$250. No large items, such as couches, sofas or loveseats, will be stored.

Digital Citizenship

Boarding students are subject to all rules and regulations regarding technology use as outlined in the Rivermont Collegiate Student Handbook. Students and parents should also refer to the Technology Responsible Use Agreement Form.

Discipline

Boarding students are subject to all disciplinary rules and regulations as outlined in the Rivermont Collegiate Student Handbook. In addition, the following applies to discipline within the residence halls.

Minor infractions may include but are not limited to:

- Missing check-in
- Missing a meal
- Late for weeknight and/or weekend sign-in
- Missing a required event or meeting
- Violating lights out
- Late to school
- Disrespectful behavior to a dorm parent, school staff member, or student
- Violating evening study hours rules
 - Excessive noise during evening study
 - Inappropriate room use
 - Inappropriate use of cell phone, laptops, etc
 - Having the door closed

More serious infractions may include, but are not limited to:

- Continued abuse of minor infractions (see above)
- Not signing out/in to go off campus
- Continuing to miss meals, check-ins, etc. (accruing violations in a short amount of time)
- Continued disrespect issues
- Leaving the residence hall after signing in on the weeknights and/or weekends
- Students who accumulate 3 infractions will be issued a warning, and work detail will be given upon the 5th infraction. Continued infractions may result in conferences with the dorm parent, director of residential life, dean of students, and/or assistant head of school and head of school.

