



# Rivermont Collegiate

## Residential Life Handbook



*When you are a boarding student at Rivermont, you become a part of a family. Rivermont is a place where peers, faculty and staff all support one another so students can grow academically and socially. By living on campus, students learn not only in the classroom but also important life skills such as independent living and community-orientation.*

# RESIDENTIAL LIFE

Although different dorms may 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 understand that they are under the school's jurisdiction at all times during the school year except when signed out with their parent/guardian permission. However, boarding students need to keep in mind that they are always representing the school, even when off-campus.

## Contacts

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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 waste basket. Residence halls have rooms with individual sinks, and bathrooms and shower facilities that are shared by suite mates. Students furnish their own wash-cloths and bath towels, sheets and pillowcases, mattress pads or covers, blankets, and bedspreads.

We encourage all residential students to personalize their rooms. 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 and tape are not permitted.

Students should bring their own study lamps. Student's passports, visas, and other valuables or important documents can be kept in a school 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 if 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 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 within dorm rooms. Animals and pets of any kind, including fish, are NOT permitted in residence hall rooms. Violations of these regulations result in confiscation of the banned item. Violations are also cause for disciplinary action 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.

\*Televisions and video game consoles are also not permitted in student rooms. There are televisions in the common areas of both residence halls and an Xbox console for shared use in the STEAM center.

## **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, lighters (including electric lighters) etc. Additionally, students are not permitted to use hot oil when cooking. A student whose action leads to a fire or that trips the fire alarm and/or sets off the sprinkler system will be subject to fines and disciplinary action. 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 the 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 Mrs. Paget or Mr. Lawrence 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 a dorm parent is notified. Trips to the doctor will be arranged by the Director of Residential Life.

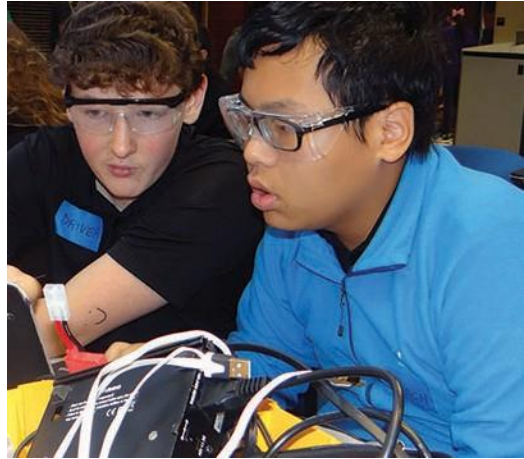
Excuses from class for reasons of ill health may only be granted by the dorm parent or other senior administrators. Ill students will be required to stay in their rooms during the school day. Meals will be brought to the students. If the boarding student is absent from classes after lunch, they may be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

A student's inability to remain in their dorm room after missing some or all of the school day due to illness will be met with disciplinary action.

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 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. Any student misusing prescription medication will face disciplinary action that could include dismissal from the school.





## Daily Schedule

### WEEKDAYS: Monday – Thursday:

7:30-8:00 am – Breakfast

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.

5:30-6:00 pm – Dinner (check-in with dorm parent on duty)

8:00pm – On Campus Curfew

9:00pm – In Building Curfew

10:30pm – Common Spaces Close, Quiet Dorm Time

11:00pm – In Rooms

### WEEKDAYS: Friday:

7:30-8:00 am – Breakfast

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.

5:30-6:00 pm – Dinner (check-in with dorm parent on duty)

9:00pm – On Campus Curfew

10:00pm – In Building Curfew

11:00pm – Quiet Dorm Time

11:30pm-12:00am – Out of Commons for Cleaning



**WEEKEND: Saturday:**

11:30 am-12:00 pm – Brunch in dining hall (check-in with dorm parent on duty)

5:30-6:00 pm – Dinner (check-in with dorm parent on duty)

9:00pm – On Campus Curfew

10:00pm – In Building Curfew

11:00pm – Quiet Dorm Time

11:30pm-12:00am – Out of Commons for Cleaning

**WEEKEND: Sunday:**

11:30 am-12:00 pm – Brunch in dining hall (check-in with dorm parent on duty)

1:00 pm-3:00 pm – Store Trips

5:30-6:00 pm – Dinner (check-in with dorm parent on duty)

8:00pm – On Campus Curfew

9:00pm – In Building Curfew

10:30pm – Common Spaces Close, Quiet Dorm Time

11:00pm – In Rooms



## **Evening On-Campus Free Time**

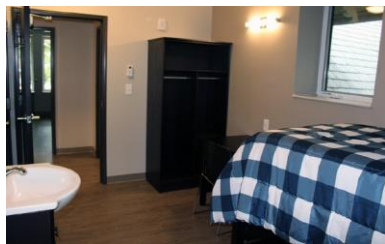
The time between dinner and 9:00 p.m. is free time. There are lounges, referred to as the Commons, in both residence halls that are open for coed visiting during this period. Boarding students are not permitted to be outside their own residence halls after 9:00 p.m. check-in Sunday through Thursday nights, unless attending school-sponsored events.

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

## **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.
- Every morning Mon-Fri, dorm parents shall inspect Dorm Rooms for general cleanliness. Students are expected to have the following items accomplished BEFORE they leave for class each morning. Failure to adhere to Dorm Cleanliness standards will result in the student being 'Roomed' until their room is clean and inspected by a Dorm Parent or Prefect.
  - Cleanliness Standards:
    - Trash taken to the dumpsters if filled to brim, or if containing ANY food waste
    - Room is empty of all dishes
    - All laundry is stored in a hamper, basket, or the provided dressers
    - Floors are clean and clear of clutter
    - Beds are in a tidy state



## **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.

## **Dorm Space Privacy Rules**

In the interest of encouraging privacy and respect on campus, there are certain areas Dorm Students are banned from entering.

- Male Dorm students are not permitted beyond the 1<sup>st</sup> Floor (Ground Floor) of the Carriage House
- Female Students are not permitted on the 3<sup>rd</sup> floor of the STEAM Center, or inside ANY 2<sup>nd</sup> Floor Dorm Rooms
- No student is permitted to enter a Dorm Parent's apartment without permission

These rules are strictly enforced, and violation of these boundaries will result in immediate disciplinary action, and a meeting with the Director of Residential Life.



## Room Safety Tips

- Students are urged to ALWAYS to keep rooms locked.
- The school strongly suggests that boarders not leave credit cards, money, checkbooks, jewelry and other valuables around in plain sight. A lockbox 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 keep their passport, visa, I-20 and other travel documents safely stored in their rooms. Small safes are provided for this purpose.

## 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 9:00pm Sunday through Thursday in the Commons, and during posted hours on the weekends. Additionally, students must receive permission for a guest to enter Rivermont's campus BEFORE the guest arrives. All guests must follow the rules of the residence hall and Rivermont Collegiate.

Boarding students must ask 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 should help clean up after they eat.

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**

Student mail is delivered to the mansion mail room (Building 2) and may be retrieved by students during school hours.

To facilitate delivery to boarding students, please address mail as:

Student Name  
Carriage House / STEAM Center  
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. International Students: Iowa laws make it difficult, though not impossible, for international students to obtain a driver's license. Students are welcome to pursue driver's education on their own, but it is not part of Rivermont Collegiate's programming.

## 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 traveling 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.

- Students who take Uber's or Lyft's must set a return trip for 2 hours before that day's On Campus Curfew.

## 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 may be offered. These activities may include:

- **Off-campus offerings:** hiking, camping, sledding, skiing, snowboarding, biking; trips to shopping malls, movie theaters, bowling alleys and much more
- **Cultural recreation offerings:** musical performances, performing arts, theatrical productions
- **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. Some recreational offerings are Mandatory, and student attendance is required.

Behavioral eligibility is necessary to participate in any optional recreational events that require leaving campus. This is determined by the Director of Residential Life and the Dean of Students Office. Weekend recreation events are announced by calendar at the start of each semester. Sign-ups for optional events are collected prior to the event in question.

## 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 using the magnet boards in each building.

### Weekdays

- Students may go off-campus after school hours between 3:30 – 8:00. Students shall sign-out with a dorm parent of the residence hall each time they want to leave campus. Upon return, the students will sign-in. Students should not go off-campus before first receiving permission from a dorm-parent on-duty.
- Failure to receive permission prior to leaving the school grounds will result in disciplinary action and suspension of off-campus privileges.

## **Weekends**

- Students should follow the same procedures as during the week to go off-campus during a weekend. If a student is going to miss a meal, they must provide their own meal if appropriate.

## **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 1 week 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 online 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 Director of Residential Life.

## **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 that student and/or his or her parent to notify the dorm parent.

All boarding students **MUST** return to their residence hall before 8:00 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 Director of Residential Life no later than Thursday at 12:00 p.m. to confirm the leave.
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.*

A student who is unable to travel home may visit a friend or family member within the US. Homestays may be able to be arranged with advanced notice. The typical fee is \$100/night , with the host family providing food and lodging.



## 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 a day before a student leaves the hall to ensure the safety of the students and the school. This allows time for a dorm parent staff member 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 Director of Residential Life, Payton Brasher.

### **\*Arranging for Travel**

Please forward a copy of the student's airline ticket to Payton Brasher.

**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. Rivermont Collegiate cannot guarantee transportation for a Dorm Student if their travel information is not received in a timely manner.

### **\*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 (\$600 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. 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. Rivermont will not store and then ship boxes to students no longer enrolled, so students should make arrangements for all personal belongings before leaving campus upon graduation or transfer to a new school.

## 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.

## Discipline

Boarding students are subject to all disciplinary rules and regulations as outlined in the Rivermont Collegiate Student Handbook. In addition, the following expectations apply to boarding residents. Failure to meet expectations may result in disciplinary action ranging from conferences with the Director of Residential Life, Assistant Headmaster or Headmaster, to suspension or expulsion, based on procedures outlined in the student handbook.

- Disciplinary steps may be taken in response to a student:
  - Missing check-in
  - Missing a meal
  - Being late for weeknight and/or weekend sign-in
  - Missing a required event or meeting
  - Violating lights out
  - Being late to school
  - Being disrespectful behavior to a dorm parent, school staff member, or student

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
- Use of alcohol, tobacco, or other banned substances
- Use of open flame in the dorm room
- Leaving the residence hall after signing in on the weeknights and/or weekends

The use of corporal punishment by resident life staff is strictly prohibited.