

# SUBIACO ACADEMY

*A Catholic boarding and day school for young men in  
grades seven through twelve*

Established 1887

Staffed by

Benedictine Monks of Subiaco Abbey  
and dedicated lay men and women

Accredited by

Independent Schools Association of the Central States  
North Central Association of Colleges and Schools  
Arkansas Non-public Schools Accrediting Association

Member of

National Association of Independent Schools  
National Catholic Education Association  
Midwest Boarding Schools  
Catholic Boarding Schools Association  
The Association of Boarding Schools (TABS)

Contact Information

405 North Subiaco Avenue, Subiaco, Arkansas 72865  
479-934-1000    [www.subi.org](http://www.subi.org)

School Colors: Orange and Blue  
School Mascot: Trojans

This handbook belongs to

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The regulations and other provisions outlined in this *Student Handbook* are a condition of the contractual agreement between Subiaco Academy and each student enrolled in the Academy. In developing the rules and policies for Subiaco Academy, we have tried to be as explicit as possible; nevertheless, we are aware that during the school year new and unusual situations will arise. Therefore, the Headmaster and Dean of Men will have the authority to use their discretion in whatever circumstances the handbook rules do not precisely apply. Further, the Headmaster and Dean of Men of Subiaco Academy, with the approval of the Subiaco Academy Board of Trustees, reserve the right to amend school rules for a just cause. If changes are made, parents will be promptly notified.

By enrolling their son(s) in Subiaco Academy, parents agree to abide by and cooperate with the policies, procedures, and processes contained in this handbook and in other written communications from the school's administrators.

Subiaco Academy admits male students of any race, color, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, scholarship and student aid programs, and athletic and other school administered programs.

In this handbook, wherever the term "parent(s)" is used, "parent(s) or guardian(s)" is implied.

**\*NOTICE\***

The Subiaco Academy Student Handbook is found online at [www.subi.org](http://www.subi.org). Any changes to the student handbook are updated online and this online version arbitrates all disagreements.

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# **SUBIACO ACADEMY**

## **Student Handbook**

### **2010 – 2011**

Welcome to Subiaco Academy!

As interim headmaster, I plan few innovations. Rather, we, as the Subiaco school community, will work at making this school year a better experience for all.

This student handbook gives our expectations of the students. Basically, we expect everyone to respect each other, to take care of the facilities, and to put in an honest day in the classroom and at study.

Students and their parents should read the handbook carefully, and both should sign indicating that their son will follow the regulations in it. If there is some item that you do not understand, contact me (479-934-1006) or the Dean of Men (479-438-0002) for an explanation.

If everyone followed the Golden Rule, “Do unto others as you would have them do unto you” and the Benedictine Motto, “That in All Things God may be Glorified”, few additional rules would be necessary. Some, however, need a more detailed outline of the expectation placed on them. This Handbook is such a detailed outline. Following it, we will all have a successful school year.

Sincerely,

*Fr. Leonard Wangler, O.S.B.*

Interim Headmaster

July 1, 2010

## **MISSION STATEMENT**

Subiaco Academy, a boarding/day school, is dedicated to providing young men with the opportunity for a college preparatory education in a stable and structured environment nourished by Christian values. The Subiaco experience also provides the opportunity to create a sense of community, which is a reflection of Catholic Benedictine traditions of service to God, respect for self and others, mutual support, and the value of work.

Therefore, we require our students to:

- Demonstrate maturity and responsibility within the community
- Demonstrate honesty in their behavior and speech
- Respect all persons, including parents, teachers, deans, fellow students, themselves and God
- Demonstrate proper care of all property: their own, the school's, and their peers
- Nourish a desire for excellence in all aspects of life

As Subiaco Christian gentlemen, our students should strive to be generous in serving God through serving others.

## **PHILOSOPHY STATEMENT**

The primary objective of Subiaco Academy is to foster a system of education, guidance, spirituality, and community fellowship that develops both the mind and body. To that end, all of the academic classes, religious activities, and extracurricular programs are designed to enhance a close fraternal and cooperative relationship built on mutual respect and Christian love.

Teachers and staff should endeavor to communicate by their words and actions a sense of the spirit of St. Benedict, as expressed in his Rule: a respect for the value of work, development of personal talents to serve others, a sense of peace and fraternity, self-discipline, trust, and an appreciation of the Christ centered nature of monastic communities.

Subiaco Academy admits male students of any race, color, creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, creed, or national or ethnic origin in the administration of its educational policies, athletic policies, scholarship and student aid programs, and other school administered programs.

# ACADEMICS

## *1.1 Absences*

### Excused

An excused absence is one in which the student is absent for a legitimate reason as determined by the Dean of Men. Students receiving an excused absence must make up missed work within a reasonable time at the direction of their teachers.

### Unexcused

An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience to himself or his family. Work missed for an unexcused absence cannot be made up. An unexcused absence also results in being assigned Saturday detention hours.

### Notification

**Parents of day students must notify the Dean of Men at 479-934-1261 prior to 8:00 a.m. any time their child will be late to or absent from class.** Doctor or dentist appointments should be made after the class day is over whenever possible. Day students must bring a written excuse from a parent or medical professional, to the attention of the Dean of Men, when they return to school.

Boarding students must report to the School Nurse prior to 7:55 a.m. if they feel too ill to attend class. The School Nurse will determine the correct course of action for these

students. In the event of a non-medical emergency, parents should contact their son's dean.

### Admit Slips

Following an absence, **all students** are required to obtain an admit slip in order to be readmitted to class. Students obtain admit slips at the Dean of Men's office from 7:50 a.m. – 7:55 a.m. Students must present these admit slips to their teachers at the beginning of each class for a signature. They must return these slips to the Dean of Men at the end of the school day. If a student does not obtain an admit slip, he is given Saturday detention.

### Multiple Absences

Any student with 7 absences in a semester course will lose credit for the course unless he receives a waiver from the Administrative Team. Any student with 14 absences in a year-long course will lose credit for the class unless he receives a waiver from the Administrative Team.

### ***1.2 Academic Day***

The academic day for all students begins at 7:45 a.m. and ends at 5:15 p.m., except on Friday when it ends at 2:20 p.m. (Interscholastic activities may continue after the end of the regular academic day).

Students are required to carry a full schedule of classes and participate in the eighth period class, activity, or sport. Students are not permitted to leave campus for any reason during the academic day without the permission of the Dean of Men (or the Academic Dean in his absence).

**Snow/Ice/Inclement Weather:** If boarding students are on campus during inclement weather, classes will normally be held. Day students (and boarding students away from campus) follow the same weather decisions made by the

Paris city school system. If the city system is closed, day students and away boarding students will be excused, though they are encouraged to be present when it is possible and safe. When students are away from school and local circumstances make returning to school questionable, students should call the Academy main telephone number for consultation. The Academy may send day students home when extreme weather conditions are forecast. The Academy website will have weather and class cancellation updates on its main page.

### ***1.3 Academic Integrity Code***

Academic honesty consists in submitting as one's own work only what is truly one's own and done within the parameters established by the teacher. Anything else is academic dishonesty.

1. No credit will be given for any academic exercise that does not meet the "academic honesty" standard.
2. A teacher may add other penalties up to and including a failing grade in the course for the quarter as established in his/her classroom directives.
3. The Academic Dean and the parents of a student in violation of the standard will be notified of any academic dishonesty and its consequences.
4. Repeated "academic dishonesty" will be referred to the Disciplinary Board which may include sanctions, including the possible dismissal of the student from Subiaco Academy.

### ***1.4 Academic Probation***

If a student has failing or very low grades, he may be placed on Academic Probation at the end of the first semester or as a condition for his return to Subiaco Academy the following school year. Academic Probation

requires that a student maintain a 70 average, pass all his subjects, and meet any specific demands applicable to his situation. If the student does not meet these requirements, his return to Subiaco Academy the following year may be disallowed.

### ***1.5 Academic Eligibility/Restriction***

Students are eligible for extracurricular involvement based on quarter grades. Students are eligible for the entire quarter (9 weeks) provided they meet Subiaco Academy academic standards, avoiding restriction as follows: If a student receives two grades below 66, he is ineligible to participate in any extracurricular activity.

First year students have 2 quarters to make the adjustment to the academic program at Subiaco. They will be academically eligible to participate in all activities during this time. At the beginning of their 2nd semester, academic eligibility will be based on the 2nd quarter grades they earned, and subsequently, 1st year students will be subject to the same academic eligibility requirements as the rest of the student body.

### ***1.6 Academic Study***

#### **Daily Planners**

Students are expected to carry their daily planners to every academic class. These planners will be monitored and reviewed by teachers to determine that each student is keeping a record of the following:

1. Homework assignments
2. Test dates
3. Long-term assignments (deadlines)
4. Reading assignments

Teachers can make comments in the planner to alert the student mentor and Academic Dean about improvements or deficiencies in the homework process. (Note: If the student does not have a planner for a particular class, the teacher will assign him to detention).

### Evening Study

The evening study hall is an important part of the day. All students are expected to use this time for academic purposes. In the dorms, this study hall is generally 7:30 p.m. to 9:00 p.m. Students may not “chat” online or use the phones during this time. Study hall regulations specific to each dorm will be explained by the student’s dean. The Academy depends on parental support to ensure each student uses this as a productive study time. Students who disrupt the study hall will incur disciplinary action. All students not on independent study and who are not assigned to the Student Services Study Hall must be present in the dorm for the evening study hall.

### Common Monitored Study Hall

Common monitored study hall is required for all boarding freshmen during the entire first semester and required for all new upper-classmen boarding students until at least the first reporting period. Common monitored study hall will be required for any boarding student demonstrating academic difficulty, as determined by the Academic Dean. For boarding seniors, juniors, and sophomores, common study hall is required if there is any quarter or semester report card grade or deficiency below 70.

### Dorm Study Hall

A 1 ½ hour study hall on Mondays through Thursdays that normally lasts from 7:30 p.m. – 9:00 p.m. is required of all boarding students, except seniors who qualify academically for the privilege of not attending.

### Independent Study

Independent study is a privilege earned by Honor Roll students. These students may determine their own study schedule. Independent study privileges may be revoked at any time by the Academic Dean at the request of a teacher or dean if the student does not show a reasonable acceptance of the responsibility required by this freedom, e.g., failure to study properly, disturbing others during study hall, etc.

### Student Quiet Time

10:00 p.m. is quiet time and not for socializing. During this time, students will be in their own rooms unless it is necessary to use the bathroom. No sound equipment is to be played and students may not admit other students to their rooms. Exceptions: may be granted by the dorm dean.

### Lights Out

Lights out will be at 10:30 p.m. for all students from Sunday through Thursday, and on Fridays and Saturdays at a time to be determined by the dorm dean in charge and the Dean of Men.

### Visiting a Room

Dorm courtesy requires that a student may not enter another student's room without first knocking and being invited to enter. A student is not to enter the room of one who is not present. Doors are to remain unlocked when guests are in the room. Students who do not follow these guidelines will be required to leave their doors open when guests are in their rooms. Students may not enter another student's room after quiet time and may not spend the night in another student's room.

### Rooms Locked

Students are responsible for whatever happens in their rooms. Therefore, a student's dorm room is to be locked when the student is out of his room. Failure to comply with this responsibility may result in disciplinary action.

### Teacher Assistance

Teachers are available to assist students at mutually agreeable times. Students should make appointments with teachers to secure a time for extra help. Teachers are encouraged to visit the dormitories to seek out residential students who may need extra help.

Any student who does not complete his homework may be assigned to attend a teacher assistance session. Students who fail to attend assigned teacher assistance will be assigned academic detention.

### ***1.7 Advanced Placement Courses***

Students are encouraged to take Advanced Placement courses in order to increase their competitive standing for college admission. All Advanced Placement courses are year-long, 2 semester courses for 1 credit. All students who are interested in taking Advanced Placement courses must be recommended by the Department Chairperson and obtain permission from the Academic Dean. All students in Advanced Placement courses are required to take the Advanced Placement national exam for that course. Since all Advanced Placement students take the national exams for their Advanced Placement courses, they are exempt from the spring semester final examination in the Advanced Placement course.

### ***1.8 Bi-Lingual Students***

If a student is bi-lingual, he is not required to take foreign language courses. The determination of whether the student

is bi-lingual (proficient in English and in another language) is made by the Academic Dean and the Foreign Language department. The student's level of English proficiency must be high, as determined by his performance on the SLEP test (a minimum score of 85) and/or the TOEFL test (a minimum score of 500 for the pencil test and 200 for the computer test). Placement in Advanced Spanish literature courses is subject to the approval of the Foreign Language Department. Bi-lingual students who do not meet minimum TOEFL test scores are required to take an upper level ESL class.

All students are required to speak English during class periods and while in the academic buildings.

### ***1.9 College Visits***

**College visits should be scheduled outside of the regular class day whenever possible.** Students will not take college visits during the fourth quarter except under special approved situations. When a college orientation or admission program is restricted to a day that would result in an absence from school, the student must abide by the following procedure in order to receive an excused absence. He must:

#### **At least 2 weeks prior to the college visit:**

1. Meet with the Academic Dean to request permission to be absent. At that meeting, he must present a written request to visit the college(s) with the specific dates and his parent or guardian's signature.
2. Meet with all his teachers prior to his absence from classes in order to arrange for completion of all the assigned class work.
3. On the day of return, provide the Academic Dean, with written verification from the college that the visit was made on the approved dates.

College day absences are counted in the tally of total absences (see Absences section).

### ***1.10 Community Service***

Community service provides every student the opportunity to experience Christ in the person(s) he is serving and to let those persons experience Christ in him. Community service is defined as “unpaid service to the community, not a specific individual.”

All students are required to perform 20 hours of community service per year. The Community Service Committee has established guidelines for fulfilling this requirement. Students should meet with the Community Service Committee before engaging in any community service activity.

### ***1.11 Course Credit***

#### **Receiving Course Credit**

Students must have a final grade of 60% or greater to receive credit for a course.

#### **Recovering Course Credit**

If a student fails a course for the semester or the year that is necessary for graduation, he must make this up before the beginning of the following school year.

If a student fails the first semester but makes 70% or greater for the second semester, the student will receive full credit for the course.

Responsibility for recovering academic credit lies with the student. The following options are available and must be approved by the Academic Dean:

1. Taking the course or a similar course at a high school summer school or approved summer program.
2. Taking a correspondence course through an accredited correspondence school or university.
3. Receiving tutoring and taking an exam or test in the subject. Evidence of received tutoring is required.

Only when satisfactory evidence of successful summer work has been submitted to the Registrar can the student re-enroll at Subiaco Academy.

### ***1.12 Grading and Reporting***

The academic year is divided into two semesters with two quarters each. Academic reports are posted four times during the semester (at mid-quarter and the quarter's end). A semester grade (between 100 and 50 points) is awarded at the end of each semester. The semester grade is weighted as follows: quarter 1 = 40%, quarter 2 = 40%, final exam = 20%. The lowest grade awarded on a quarterly report is a 50. Quarterly reporting reflects the Academy's desire to help students improve their grades by providing them with the opportunity to reverse poor academic performance.

A student's overall GPA (Grade Point Average) is calculated by adding the actual semester grades earned in each course and dividing that number by the number of completed semester courses. Only the semester grade is recorded on the student's permanent transcript. Students' grades are recorded on the transcript as a percent average only. Letter grades are not recorded. When an official transcript is requested, the student's class rank and cumulative GPA as well as all semester grades are listed.

The valedictorian, salutatorian, and honor graduates are determined from the first seven sets of semester grades. To

qualify as valedictorian or salutatorian, the student must complete his last six semesters at Subiaco Academy.

In addition to quarterly report grades, each instructor assigns an “E” for excellent, “S” for satisfactory, and “U” for unsatisfactory for student conduct and application.

### ***Graduation Requirements***

■ Computer Applications	1 semester
■ English	4 years
■ Fine and Performing Arts	2 years
■ Foreign Language	2 years *
■ Health	1 semester
■ History	3 years
■ Community Service	20 hrs/yr
■ Mathematics	4 years
■ Oral Communications	1 semester
■ Physical Education	1 year
■ Religious Studies	4 years
■ Science	3 years

\* A minimum of two years of the same language.

### **Unfulfilled Graduation Requirements**

A senior will not receive his diploma until all graduation requirements are fulfilled. His participation in the graduation exercises will be at the discretion of the administration.

### ***1.13 Honor Roll and Faculty List***

A student's outstanding academic performance is recognized quarterly by his position on the Honor Roll or the Faculty List.

#### Eligibility

- Honor Roll: Student achieves at least a 93% average, with no grade below 85%.
- Faculty List: Student achieves at least an 85% average, with no grade below 75%

#### Ineligibility

Any student with a U (unsatisfactory) in conduct or application is not eligible for the Honor Roll. Students receiving an "X" for School Life, denoting receipt of a penalty by the Discipline Board and/or repeated disregard for dormitory rules and regulations, are not eligible for the Honor Roll or the Faculty List.

### ***1.14 Registration for Classes***

#### Returning Students

Class registration occurs in the spring, when students indicate their course preferences for the following academic year. The Academic Dean determines course selection for returning students based on previous academic performance, future educational plans, and graduation requirements.

#### New Students

The Academic Dean selects courses for new students based on previous academic performance, standardized testing results, and the Academy's graduation requirements. An ESL student's level of English proficiency determines his course assignments.

### ***1.15 Schedule Changes***

Only under special conditions may a student's course schedule be changed. While the recommendations and requests of our students and their parents are taken into consideration, the Academic Dean, in consultation with the faculty, makes the final decision.

### ***1.16 Semester Exams***

Comprehensive examinations are held in all academic subjects at the end of each semester. The final exam schedule is posted on the main notice board. Examinations for regular classes are 2 hours in length. Honors and Advanced Placement exams may be extended up to 3 hours in length. Students who take the AP exam will not be required to take a second semester exam in that course.

### ***1.17 Senior Requirements***

Seniors are required to attend the senior retreat, which is scheduled to occur close to and before the graduation ceremony.

### ***1.18 Tardiness***

A student must be on time for every class. Any student tardy for his first period class must report directly to the Dean of Men's office to receive an admit slip. Students who are tardy will receive two demerits. Students tardy three or more times in a week will be assigned Saturday detention.

### ***1.19 Transfer of Credits***

Subiaco Academy reserves the right to accept or reject credit from other institutions based on the course description and student performance. Letter grades of accepted transfer credits are converted to percentage grades according to the following scale unless a transfer scale is provided on the student's transcript.

GPA conversion scale:

A=100-90 B=89-80 C=79-70 D=69-60 F=no credit

(Transfer-in grade = Academy grading scale equivalent)

## **STUDENT LIFE**

### ***2.1 Automobiles***

#### **Boarding Students (including 5 day)**

With the permission of their parents, all properly licensed boarding students may drive to school. All vehicles must be registered with the Academy and parked in the Boarding Student Parking Area, located next to the field house. All vehicles will be locked and properly parked. The Boarding Student Parking Area will be locked and only opened when students leave to travel home at scheduled breaks and other approved home trips.

#### **Day Students**

With the permission of their parents, all properly licensed day students may drive daily to school. All vehicles must be registered with the Academy and parked in the Day Student Parking Area, located on the west side of campus between Centenary Hall and Wardlaw Hall. All vehicles will be locked and properly parked. Students will not visit or move their vehicles prior to the end of the school day without the **written permission** of the Dean of Men. Day students are not allowed to give transportation to boarding students without Academy and parental permission.

**Student driving is a privilege, not a right. These driving privileges may be revoked for failing to comply with Academy rules and policies.**

**Subiaco Academy assumes no liability for items in vehicles or for vehicles damaged or stolen while vehicles are parked on or near campus.**

## ***2.2 Camping***

On Friday nights, students are allowed to campout overnight on the nearby ridges. To do so they must request permission from the Dean of Men or the Activities Director.

### Rules

1. Camping is limited to no more than four groups on any given Friday. Each group is to have 4-7 members.
2. For the first six weeks of the academic year, a camping group may not be composed of only first year students.
3. Students assigned Disciplinary Probation or detentions are not eligible to camp.
4. No school property may be used on campouts without permission from the proper authority.
5. Groups are to camp at the campsite designated for them. No one other than the persons approved to be camping may join the group. Campers must remain at the campsite during the entire duration of the outing.
6. No living trees may be chopped. Fires are permitted only in existing fire rings. Students must supervise campfires.
7. Fires must be extinguished completely and the campsite cleaned upon breaking camp.
8. Day students who participate in camping must leave their vehicles on campus. The vehicle's keys must be left with a dean on duty.

## ***2.3 Computers***

### Computer Center

The computer center is open after classes until 9:30 p.m. Students are provided with individual passwords that enable them to access network programs to which they have “rights,” including Internet access. Rules concerning conduct and the use of hardware, software, and the Internet are posted. The center should have a study atmosphere at all times.

### Computer Use – Campus Wide

The Academy seeks to provide every student with an opportunity to explore computer technology and its educational uses. Using computers requires students to be responsible and mature. Every student who wishes to use the computers must sign and have his parents sign the Academy Acceptable Use Policy. Any violation of this policy will result in disciplinary action.

### Computers – Personal

Students are encouraged to bring personal computers and printers to the Academy. These are to be used within their respective residence halls. Misuse of personal computer privileges will result in disciplinary action.

## ***2.4 Residential Life Reports***

Residential Life reports are issued to boarding students and their parents at the end of each quarterly grading period. These reports are written by the deans and reviewed by the Dean of Men. The purpose of these reports is to note favorable facts of the student’s conduct, violations of school rules, and/or areas needing special attention. An “X” for School Life denotes receipt of a penalty by the Discipline Board and/or repeated disregard for dormitory rules and regulations. An “X” for a conduct grade indicates

unacceptable behavior that may jeopardize a student's stay at the Academy.

### ***2.5 Electronic Devices***

The use of electronic devices (headsets, handheld games, Ipods, MP3 players, etc.) is not permitted during the class day or while at church. If used during this time, they will be confiscated and turned in to the Dean of Men.

### ***2.6 Financial Aid and Obligations***

Through the generosity of alumni and other benefactors, financial aid is available to deserving students who have a proven need. Additional information is available from the business office. In order to maintain financial aid, a student must have a semester average of 75%, demonstrate acceptable social behavior, and have all accounts paid up to date.

It is essential that tuition obligations be kept current. All payments of room, board, and tuition must be made in accordance with the current Schedule of Rates and Fees. Transcripts of grades will be withheld if the student's account is in arrears at the time of the request. The application fee is non-refundable. Damage done to school property will be repaired at the expense of the offender and charged to his account.

Students with an unpaid balance will not be allowed to register for an upcoming school year until satisfactory financial arrangements have been made with the business office. Students with an outstanding financial obligation to Subiaco Academy will not be granted a diploma or official transcript. Further explanation of Academy Financial Policies may be found in the current Schedule of Rates and Fees.

## ***2.7 Fire/Tornado Drills***

For the protection of all, the buildings are equipped with alarms, detectors, and other necessary systems. When the fire alarm rings, students must leave the buildings in an orderly fashion, following posted evacuation directions. Students are to remain quiet and follow directions given by the instructors. Causing false alarms or disabling smoke detectors or fire alarms will be referred to the Discipline Board. Fire and tornado drills are held periodically.

## ***2.8 Food and Drink***

Students are not allowed to bring food or drink into the academic buildings, auditorium, computer center, library, or church. Food served in the cafeteria must remain in the cafeteria. Gum is not allowed on campus.

## ***2.9 Health Services***

The school nurse supervises the health care of Subiaco students. Minor illnesses and injuries are treated on campus. Students requiring further medical care are taken to an area medical facility. The school nurse makes medical appointments for all boarding students.

### Illness During Class Period

When a student becomes ill during class hours, he is to inform his teacher, who will give him a "Nurse Request" slip noting the time. The teacher sends him to the Dean of Men who determines whether or not the student's problem is urgent or the student can wait until lunch or after school to see the nurse.

Students too ill to return to class will stay in a designated sick area until the nurse determines they are well enough to leave. No one may be visited in the sick bay without permission from the nurse.

### Illness Outside of Class Day

When a student becomes ill outside of the academic day, he should report to his dean who will determine what course of action should be taken.

### Medications

Under no circumstances will students be allowed to keep medication of any kind in their rooms unless authorized by the school nurse. Parents should send medication only to the school nurse. All medications (prescription and over the counter) are to be turned in to the school nurse who will store and distribute them appropriately. Disciplinary action could be faced if this policy is violated.

For students on routine medications, it is their responsibility to come to the school nurse's office at a designated time for medication administration by qualified staff. Subiaco Academy will make every reasonable accommodation to insure timely and consistent distribution of medications to students.

Students requiring daily medications cannot register for school until the policy on medication distribution is signed.

NOTE: Students are advised to check with the school nurse or administration for all questions related to medication policy. **DON'T ASSUME – ASK.**

## ***2.10 Counseling***

There are three levels of counseling.

### School Nurse

The School Nurse helps students with personal and social problems that may affect study behavior and hinder learning. Parents should alert the Nurse Counselor about any family issues that might impact their son's learning

potential (e.g., divorce proceedings, deaths in the family, family illness).

#### Career/College Counselor

Exploring a career and planning for college is important for our students. The College Counselor assists students with issues related to ACT and SAT preparation, advanced placement exams, college selection and admissions, and college and scholarship applications.

#### Guidance Counselor

The Guidance Counselor provides personal and academic counseling, facilitates parent/teacher communications, conducts small group and individual sessions, coordinates character development activities, selects students for special recognitions, and orients new students to the school community.

### ***2.11 Keys***

The residence hall dean distributes room keys. Locker combinations are distributed during registration. If a student has a key or combination not issued by the Academy, the dean must be given a copy of the key or combination. If a key issued by the Academy is lost, the deans will replace it and the student's account will be charged accordingly. In the event a student loses a key more than once, his account will be charged a \$25 fee to re-key the lock. Unauthorized possession or copying of any keys is prohibited and will be considered a major breach of discipline and referred to the Dean of Men.

### ***2.12 Laundry***

Laundry facilities are available at two locations for students at the Academy. These facilities should be kept clean and students should not leave their personal belongings unattended.

### ***2.13 Leaving Campus***

Students are allowed to leave campus for downtown Subiaco on Friday afternoons and Saturday during daylight hours. On Saturday and Sunday afternoons, student groups may leave campus for the surrounding ridges and lakes to hike and/or fish. (Students signing-out on the weekends for the ridges or lakes must have a group of at least three. In the event of injury, this allows someone to return for help and for someone to remain with the injured person). Students must obtain permission from their dean in order to be off campus at all other times.

Before leaving the campus, each resident student must sign himself out and sign himself in upon his return at the sign-out/in board in the ground floor main building lobby. Sign-out/in times and additional regulations will be posted. Students may not leave campus in the evening without permission from their dean.

### ***2.14 Letter Jackets***

Students earn letters, for letter jackets, through participation in designated school activities. The coach/director determines the criteria for lettering.

### ***2.15 Library***

The Martha Rush Library is open during classes and regular study halls for necessary research work. A schedule will be posted on the library entrance door. (Times may vary).

#### Library Use Guidelines:

1. Those required to use the library during a scheduled study hall must sign in upon entering and sign out when exiting.
2. Food and drinks are not permitted in the library.

3. Most books may be checked out for two weeks.
4. Reference books may not be taken out of the library.
5. Overdue books are subject to a fine of \$0.10 a day.

### ***2.16 Lost and Found***

Articles found should be turned in immediately to one of the deans. Students are expected to have all their belongings clearly marked for identification.

### ***2.17 Mail***

Mail sent to Academy students will be sorted by the mailperson and given to the student's dean. Mail will then be distributed to the students following study hall. Larger packages can be retrieved from the mail room following dinner. To facilitate mail distribution, mailed items should be addressed to the student in the name that appears in the Academy files. If contraband is suspected of being sent or received through the mail, the student will be required to open his mail in the presence of a dean.

### ***2.18 Mass Attendance***

Attending regular worship is an important part of Subiaco life. Students are required to attend the weekly Academy Mass, Sunday Mass, and other special occasion liturgical functions. Attendance at daily Mass is encouraged. Students have an open invitation to attend the Divine Office with the monastic community.

### ***2.19 Open Weekends***

Open weekends are those weekends when boarding students are allowed to go home or to spend the weekend with a designated family. The majority of weekends during the academic year are "open." All students going home for a weekend must receive approval from the Dean of Men who grants permission only if all paperwork is completed

and all community service hours or other obligations have been met.

A student going to his own home must have written permission from his parents/guardians. A student wishing to spend the weekend with a family other than his own must have written permission from his parents as well as a written invitation from the host family. **All permissions must be turned in to the Dean of Men's office by 8:00 a.m. Friday. PARENTAL PERMISSION IS NOT FINAL!** The Dean of Men, upon consultation with the Residential Deans, will have final say regarding a student leaving for the weekend. Students must return to campus by 9:00 p.m. Sunday evening. **A parent must notify the student's dorm dean before 9:00 p.m. if the student is going to arrive late.**

## ***2.20 Organizations***

Students may participate in various organizations for religious, cultural, social, and recreational benefits.

Benet Club: Introduces students to the Benedictine way of life

Blue Arrow: Subiaco student ambassadors

CASA Club: Sponsors cultural awareness programs

Theatre Arts: For thespians

NHS: A service club for students who meet the organization's social and academic standards

Student Council: Members elected by peers to carry out student government

Hunting Club: For students who enjoy area hunting opportunities

Fishing Club: For students who enjoy area fishing opportunities

Boy Scouts: Providing service with the Boy Scouts of America

### ***2.21 Physical Fitness***

During the activity period, all students not participating in competitive athletics are required to participate in a scheduled activity two days of the week.

Students must be on time for activity period and are subject to all school regulations during the period. Dress code during the period is at the discretion of the activity supervisor.

### ***2.22 Residence Requirements***

Every student must live in a campus dormitory or at the house where his parents or legal guardians are currently residing. Subiaco Academy will not accept or enroll married students.

### ***2.23 Sporting Events***

Students are expected to attend all home varsity football games, home conference basketball games, and other selected games. Students are expected to show courtesy and good sportsmanship toward the players and fans on the visiting teams at all athletic events.

### ***2.24 Athletics***

Subiaco Academy offers an ambitious athletic program designed to get maximum participation levels from the students. Subiaco Academy is a member of the Arkansas Activities Association and follows the rules and guidelines of the AAA, competing in the 4AAAA conference. Subiaco Academy's athletic teams participate in three seasons:

Fall

1. Cross Country

2. Football
3. Basketball (off-season)
4. Soccer (off-season)
5. Tennis

Winter

1. Basketball
2. Football (off-season)
3. Soccer (off-season)
4. Baseball (off-season)
5. Tennis (off-season)

Spring

1. Baseball
2. Track and Field
3. Soccer
4. Football (off-season)
5. Basketball (off-season)
6. Tennis (off-season)

### ***2.25 Sexual Misconduct Policy***

Sexual Harassment is any activity of a sexual nature that is offensive or unwelcome to a reasonably prudent person. Sexual Harassment may consist of requests to perform sexual acts, subtle pressures to perform sexual acts, unwanted touching, and, in certain circumstances, lewd comments and gestures. Such acts are illegal and immoral and should be immediately reported to the Superintendent, Headmaster, Dean of Men, or Chaplain, who will take appropriate action.

If an Academy student is sexually abused, the student should report the incident to the Headmaster, Dean of Men, or Chaplain immediately. The administration will offer the student whatever help he may need and set in motion the procedures dictated by Abbey and Diocesan policies and civil law.

## ***2.26 Skateboards, Scooters, & Bicycles***

The use of skateboards and scooters is not permitted during the academic day. They may be used after school hours, but away from public entrances and buildings. Pedestrians always have the right of way. **Motorized scooters are not permitted anywhere on campus.** Bicycles should be stored under the Heard Hall bridge, with a lock. **Bicycles should not be in the dorms at any time.**

## ***2.27 Telephones***

Each boarding student has a telephone line in his dorm room and is responsible for its use. Students may not accept any collect calls. No calls may be placed or received during study hall or after lights out. Violators will be disciplined and may lose phone privileges. **In the case of emergencies, contact the residential dean.**

Cell phones are allowed at Subiaco Academy and it must be understood that the use of cell phones is a privilege that can be revoked for failure to follow this policy. Students are NOT allowed to possess cell phones during the class day or use cell phones during study hall or after lights out. All cell phones and cell numbers must be on file with the student's respective deans, as well as the Dean of Men. Penalties for failing to follow this policy include:

- |                             |  |
|-----------------------------|--|
| 1 <sup>st</sup> Infraction: | Confiscation of phone for minimum of one (1) week and referral for Saturday detention.               |
| 2 <sup>nd</sup> Infraction: | Confiscation of phone for minimum of three (3) weeks and referral for three (3) Saturday detentions. |
| 3 <sup>rd</sup> Infraction: | Confiscation of phone for remainder of the school year and referral to Discipline Board.             |

## ***2.28 Transportation***

Student transportation is arranged through the Dean of Men. When the Academy provides transportation, it is the student's responsibility to sign-up for these trips according to posted instructions. No one will be permitted to sign up after the deadline nor will fares be refunded to anyone who decides, after the deadline, not to go. The Dean of Men will determine exceptions to this policy.

For reasons of safety and good order, the following guidelines are to be observed when riding the Academy buses:

1. Board the bus only when given permission by the driver
2. Board and exit bus through the front door only
3. Keep arms, elbows, and all other parts of the body inside the windows
4. Do not roughhouse
5. Do not throw anything out the windows
6. Do not sit on the seat backs
7. Keep the noise level under control and be courteous of others
8. Be silent when requested by the driver

Subiaco Academy provides transportation for students at extended breaks and holidays (Please refer to the school calendar on our website [www.subi.org](http://www.subi.org)). Students arriving late and missing the scheduled transportation must coordinate and provide their own travel back to Subiaco Academy and pay for such transportation (taxi, bus, etc.). **NO SCHOOL TRANSPORTATION IS AVAILABLE BETWEEN 11:00PM AND 5:00AM.** Transportation to and from doctor appointments and airports will be provided at rates determined by the business office. A list of transportation charges will be provided during registration.

### ***2.29 Valuables***

Important papers, e.g., passports, airline tickets, etc. large amounts of cash (more than \$25.00), jewelry or other valuables must be deposited with the student's respective dean. Students should keep a record of the serial numbers for any expensive equipment they bring to the Academy.

### ***2.30 Visitors to Campus***

Visitors are welcomed to campus outside of class hours. Visitors **MUST ALWAYS** check-in with the dean of the student they are visiting. Visiting must take place during the designated visiting hours and in designated visiting areas. At no time may female visitors be in a student's room. Male visitors may stay in the dorms with permission from the student's dean. Visitors are expected to follow all Academy rules, policies, and campus boundaries. Visitors who do not follow Academy rules will lose visiting privileges. At no time is it acceptable for a student to have a female visitor in any secluded or dark area. Visitation is allowed in the sitting area in front of the Main building, in the Student Recreation Room, Heard Hall bridge and lobby, and in Die Bunkerstube, with adult supervision present. **Public displays of affection, such as but not limited to kissing and sitting another's lap, are never permitted.** Such displays of affection should be private, and since the Academy does not allow for private visitation between students and females, no displays of affection are allowed.

#### Visiting Hours

Fri. 2:30 p.m. – 9:30 p.m. Sat. 12:30 p.m. – 9:30 p.m.  
Sun. 12:00 p.m. – 8:30 p.m.

*Visiting hours end promptly at the designated times.*

With respect for Diocesan regulations and other liability issues, all adults not employed by the Academy shall not room in the resident halls.

**Accommodations for visiting parents:** For your convenience, the following is a listing of some of the motels in our area, with their telephone numbers:

Best Western Sherwood Motor Inn (Clarksville) 479-754-7900

Budget Inn (Clarksville) 479-754-2106

Comfort Inn 479-754-3000

Days Inn (Clarksville) 1-800-Days-Inn 479-754-8555

Economy Inn (Clarksville) 479-754-2990

Hampton Inn (Clarksville) 1-800-Hampton, 479-754-4444

Super Eight Motel (Clarksville) 1-800-800-8000, 479-754-8800

Paris Inn (Paris) 479-963-2400

On-campus accommodations may also be available. Please contact the Coury House for more information at 479-934-1290.

### ***2.31 Weekend Activities***

The Academy offers various weekend activities. These include cultural experiences (art galleries, museums, etc.), outdoor activities (hiking, fishing, camping, canoeing, intramural games, etc.), and visiting attractions in major cities within Arkansas and the surrounding states. Subiaco Academy encourages students to participate in at least one activity per weekend. For the purpose of the well-rounded development of our students, some spiritual and social activities will be mandatory.

### ***2.32 Camera Security System***

Subiaco Academy's residential halls are equipped with a Camera Security System, for the purpose of student safety and security of property. This security system allows the Academy to have a written record of events occurring in the residential halls. This system is for security only and the privacy of Academy students is not violated. Students and parents must sign a waiver during registration acknowledging and agreeing to the system.

### ***2.33 Identification Cards***

Student ID cards are issued upon enrollment at Subiaco Academy. A replacement charge of \$10.00 will be issued for lost, stolen, or damaged ID's. All Academy service personnel are authorized to confiscate cards that do not belong to the person using them.

## **DISCIPLINE**

### ***3.1 Philosophy***

In accordance with the Academy's Mission, disciplinary policies and rules are created to:

1. Protect students' short term and long term health and safety
2. Promote the growth of strong Christian values
3. Facilitate group living

Since the Subiaco Academy student represents the Academy at all times, both on and off campus, it should be understood that any conduct which brings discredit to the student or to the reputation of Subiaco Academy and its community may result in disciplinary action by the Academy.

### ***3.2 Major Offenses***

Some human behaviors are more of a threat to our Mission than others. Major offenses include:

- *Physically endangering others, including but not limited to violent outbursts of temper*
- *Extreme disrespect of others*
- *Refusal to obey legitimate authority*
- *Dishonesty and stealing*
- *Use or possession of alcohol and/or drugs*
- *Possession of a weapon*
- *Inappropriate sexual behavior -- includes involvement in any form of pornography*
- *Repeated or major academic dishonesty*

An offense in any of these areas is considered serious and may be referred to the Discipline Board, which may recommend as a consequence extended community service, disciplinary probation, or dismissal. Any student involved in a major offense may be referred for counseling. A second major offense will generally result in dismissal. In instances of theft of property and/or destruction of personal property, restitution shall be paid.

### ***3.3 Classroom Behavior***

Student behavior, which disrupts the learning environment of a class, demonstrates lack of cooperation, or shows disrespect towards anyone in the class, will result in appropriate disciplinary action. Being sent from class for disruptive, uncooperative, or disrespectful behavior is a serious offense which will result in extended detentions, Saturday detention, or possible dismissal.

### ***3.4 Dining Room***

For the enjoyment of the meal, proper conduct towards

staff and students and good manners in the dining room are essential. Loud and boisterous conversation or roughhousing is not permitted. The dining area (including serving line, dining room, tables, chairs, etc.) is to be left clean and in good order. Appropriate dress (shirt and shoes) is to be worn at all times.

### ***3.5 Right to Search***

On any occasion when the health and safety of the community or an individual is threatened, Subiaco Academy retains the right to search, without permission or prior notice, a student and his possessions, including but not limited to lockers, vehicles, and residence hall rooms.

### ***3.6 Lunch Detention***

Students are expected to abide by the rules, policies, and regulations set forth by Subiaco Academy and the classroom rules set forth by each individual classroom teacher. Students who have repeated infractions (no homework, tardiness, school dress, etc.) may be required, during the time allotted daily for lunch, to attend Lunch Detention. Failure to attend Lunch Detention may result in Saturday Detention or Suspension. Lunch Detention rules are appropriately posted for observation by students in detention.

### ***3.7 Saturday Detention***

A student earns detention for not meeting classroom expectations and/or the behavior guidelines expected from a Subiaco Academy student. Saturday detention meets 8:30 a.m. – 11:30 a.m. Saturday detention is assigned for every five demerits a student receives. The Dean of Men, at his discretion, may assign a student to Saturday detention for other infractions. The Dean of Men reviews all demerits and Saturday detentions.

### ***3.8 Suspension***

A student may be suspended for serious misconduct or repeated occurrences of less serious misbehavior. Suspension places a student in jeopardy of being dismissed from Subiaco Academy.

A suspended student is not allowed to attend classes or to attend or participate in any school-related function until he returns to class following the period of suspension. Suspension from class, usually, but not necessarily the first type of suspension, requires that the student report to school to be disciplined by the Dean of Men. Suspension from school, usually a second and more serious suspension, requires that a student not return to school until told to do so by the Dean of Men. A student receiving three suspensions or more in the same year subjects himself to a possible request for withdrawal from the Headmaster.

In the case of a suspension, a student must make up the assignments and the class time missed, and may receive up to 50% - "F" credit for work which is made up. A student who is suspended during an exam week will be allowed to receive full credit for work and/or tests that are made up; however, other disciplinary consequences may follow.

### ***3.9 Disciplinary Probation and Readmission***

#### **Probation**

The Discipline Board may place a student on Disciplinary Probation for a period of up to one year for conduct which is serious in nature and which would lead to the expulsion of the student from school if repeated. Students on disciplinary probation are assigned Saturday work assignments for a specified period of time. A violation of a major school regulation by a student on disciplinary probation usually leads to dismissal from the Academy. A

student on probation remains on probation until removed from it by the Board.

#### Readmission

Dismissed students applying for readmission must present evidence of significant attitudinal and behavioral changes to the Admissions Office. A student's reacceptance is approved by a committee composed of the Headmaster, Dean of Men, Academic Dean, and Admissions Director.

## **POLICIES AND RULES**

### ***4.1 Campus Area***

Subiaco Academy shares facilities with Subiaco Abbey, which operates a number of programs besides the Academy. For this reason, limits are placed on the time and places for student presence. The campus map (last page of this handbook) identifies buildings and designates student areas.

The checkered area represents the general campus.

The shaded area represents the restricted campus.

The restricted area is to be used by the students only for specifically sanctioned activities at designated times. Students must have permission from a dean to be in any of these areas after hours when no student activity is scheduled.

Any time students are under the jurisdiction of the school, e.g., riding school buses, on excursions or outings, on recreational or educational trips, students are considered to be on the extended campus and all usual school rules and

regulations apply.

Students, as members of this community, share the responsibility for keeping the grounds and buildings neat and clean.

#### ***4.2 Dress, Uniform, and General Appearance***

In order to foster unity, pride, and a spirit of seriousness, Subiaco Academy requires its students to abide by its uniform and hair policy. From 7:30 a.m. until the end of the academic day, students are to be in school uniform. In the case of boarders, school uniform is to be worn to breakfast. Shirts should be neat and kept tucked in throughout the school day. School uniforms are to be purchased from the Trojan Shop. Subiaco hooded pullovers, blue or orange, are mandatory and can be purchased from the Trojan Shop. At no time during the class day may students wear open back shoes, sandals, moccasins, house shoes, or any other form of leisure footwear.

##### School Uniform

###### *August-October and April-May*

1. Khaki trousers with brown or black leather dress shoes, “Trojan Shop” polo shirts (blue or orange), brown or black leather belt, white socks *or*
2. Khaki shorts, tennis or athletic shoes, “Trojan Shop” polo shirts (blue or orange), brown or black leather belt, white socks.  
(At no time are tennis shoes to be worn with trousers.)

###### *November-March*

Khaki trousers with brown or black leather dress shoes, “Trojan Shop” long sleeved or short sleeved polo shirts (orange or blue), brown or black leather belt, dress or white socks. Subiaco sweatshirts may be worn over shirts.

Subiaco hooded pullovers and Subiaco Letter Jackets are allowed. **NO NON-SUBIACO ATTIRE IS TO BE WORN!** Athletic shoes may NOT be worn from November to March when students are in uniform.

#### Dress Uniform

A formal dress uniform consisting of khaki pants with brown or black leather dress shoes, “Trojan Shop” white collared shirt, a Subiaco tie, a brown or black leather belt, dress socks, must be worn to Sunday Mass, Wednesday School Mass, and other special occasions as announced. This formal dress uniform is also worn at the Senior Ring Ceremony and the first Sunday before class begins.

#### Apparel outside of class hours

A shirt is to be worn at all times on campus, except at the swimming pool and on the athletic or intramural fields. Shoes must be worn in the academic buildings, dining room, library, computer center, and study halls. With the exception of the gym, hats are not to be worn in buildings.

#### Grooming

Hair is to be neat and well groomed at all times. Hair is not to extend below the eyebrows in the front, below the top of the ear on the sides or below the top of the collar in the back. Sideburns must be no longer than the middle of the ear. Unnatural hair colors are not acceptable. The following do not meet Academy standards: patches or cutouts, tails of any kind, beards, mustaches, or facial hair. Unless pre-approved, students **MAY NOT** shave their heads.

**Subiaco Academy administration reserves the right to remove students from classes, including semester/final exams, with unexcused absences for failure to follow the grooming policy, and will take measures for compliance.**

All body piercings are prohibited. Earrings are not permitted and will be confiscated. Necklaces and bracelets with the exception of religious articles are prohibited and will be confiscated.

Violation of the dress uniform and general appearance code will result in a punishment. In situations where doubt exists, the Dean of Men is the final judge of whether or not a student is meeting Academy standards.

#### Respect/Courtesy/Manners

Students are to act with respect toward all people, including fellow students and themselves, but especially faculty, staff, elders, and those in authority. Foul/inappropriate language is never acceptable. Common courtesy includes proper etiquette (from knowing how to shake hands properly to good table manners), and proper forms of address when speaking to others, especially elders and those in authority.

e.g.: To men: yes sir; no sir

To priests: yes, Father; no, Father

To women: yes, ma'am; no, ma'am

To religious brothers/sisters: yes, Br./Sr.; no Br./Sr.

### ***4.3 Harassment/Bullying***

Subiaco Academy maintains a policy prohibiting the harassment of students based upon race, color, sex, religion, national origin, or handicap by students, faculty, or any individuals associated with the Academy. Harassment may be physical, emotional, or sexual and may be delivered through teasing and/or bullying. Any activity that fosters or can be interpreted as hazing or verbal harassment either person-to-person or via communication venues will not be tolerated. Such conduct is defined as any behavior that creates an environment that limits a student's

ability to participate in or benefit from the educational program. Students who violate of this policy are considered to have committed a major offense and will be referred to the Disciplinary Board for review.

#### ***4.4 Drugs and Alcohol***

The possession or use of illicit drugs, non-prescribed prescription drugs, canned air, and alcohol by any student will not be tolerated. The student who possesses or uses drugs and/or alcohol is a danger to himself and to all Subiaco students.

With regard to drugs, the sale, distribution, possession or use of illegal drugs or drug paraphernalia is forbidden. Understood in this category are any controlled drugs that have not been prescribed for the student by a doctor approved by the student's parents and/or the school administration. If there is probable cause to suggest that unacceptable drugs are used by a student, the school reserves to right to require a reliable testing procedure, viz., hair test and/or urinalysis, at a time and location chosen by the school and at the parent's expense. Probable cause includes, but is not limited to, a student speaking about his drug use, unusual or erratic behavior or language, and/or information deemed credible by the administration. A student may withdraw rather than take a drug test; refusal to take a drug test as directed by the school or an attempt to alter test findings may result in permanent expulsion. Should expulsion occur in any of the above, the student must leave campus as quickly as possible and have no contact with fellow students before doing so; and the student may not visit the campus in the future.

First offense:

1. Placed on disciplinary probation and required to do community service for three (3) Saturdays or its equivalent as determined by the Dean of Men.
2. Restricted to campus until the work is completed
3. Loss of independent study privileges for nine (9) weeks
4. Ineligible for participation in all extracurricular activities including but not limited to sports, band, choir, quiz bowl, or student council for a minimum of two (2) weeks as determined by the Discipline Board
5. Must reveal the source for the drugs or alcohol or become subject to immediate dismissal
6. In all cases the student must undergo an evaluation and receive counseling as deemed prudent.

Second offense: Subject to immediate dismissal.

**Immediate Dismissal**

**The administration of Subiaco Academy reserves the right to dismiss a student at any time when the attitude or behavior of the student is judged to be contradictory or harmful to the atmosphere and values of Subiaco Academy. *Students who sell or distribute drugs or alcohol are subject to immediate expulsion.***

**Students dismissed from the Academy must leave the campus within twenty-four (24) hours.**

***4.5 Pornography***

All forms of pornography are forbidden. Printed materials, tapes, CD ROMs and computer disks will be confiscated and the students involved in the use may be referred to the Discipline Board. In addition, the computer used for pornographic purposes may be confiscated for a period of time to be determined by the Discipline Board.

#### ***4.6 Residence Halls***

The following guidelines pertain to all residence halls:

1. The student's room is to be kept clean and in good order. Rooms are to be prepared daily for inspection conducted by the respective dean.
2. Beds are to be made before classes during the week, on Saturday by 11:00 a.m. and on Sunday by 9:15 a.m.
3. All room decorations must meet the approval of the respective dean. They are to be displayed so as not to damage room furnishings and are to be in good taste. (Advertisements and packaging for alcohol and tobacco products and sexually explicit materials are banned).
4. Computers, monitors, and sound systems are acceptable equipment provided that they are compatible with available space and with group living. Irons, popcorn poppers, immersion heaters, hot plates, coffee pots, fans, and microwaves are prohibited. Monitors used for games are acceptable. A violation will result in confiscation of the item. Microwaves are provided in the common areas for student use.
5. Mini-refrigerators are allowed for each student. This is a senior privilege. Underclassmen who wish to use a mini-refrigerator must pay a charge of \$65.00.
6. A student will be held financially accountable for any defacement or damage to his room or its furnishings, regardless of whether such damage was caused by him or by an individual visiting his room.
7. Students are expected to lock all valuables away (e.g. play station games, cameras, CDs, money, and watches).
8. Students should not keep cash in their rooms totaling more than \$25.00. Students should hand any cash beyond \$25.00 to their dean for safekeeping.
9. Students should keep a record of serial numbers that pertain to valuable electronic items to help recover any

missing equipment (e.g., stereos, play stations, and video game centers).

10. Under no circumstances should a student be in another student's room without the presence of the occupant.
11. Additional instructions and regulations will be given by the individual dean, e.g., room visiting, fire procedures.
12. Candles, lighters, incense, matches, etc., are prohibited and will be confiscated. Matches and/or lighters needed for camping may be checked out from a dean and checked in upon return.
13. Out of respect for the sensitivities of others, music and other noise must be audible only in the room in which they are playing. Headphones are encouraged. Misuse of audio equipment may result in forfeiture of the privilege of use.

#### ***4.7 Tobacco***

Because of the proven risks to health, the possession, use, and distribution of tobacco in any form is prohibited, regardless of the age of the student. All offenses are to be reported to the Dean of Men for disciplinary action. A first offense will result in a fine of \$10.00 or a three-hour Saturday detention; for each subsequent offense, the fine will be \$25.00 and a three-hour Saturday detention. The purpose of all discipline is to promote healthy change. If it is evident through repeated offenses that these fines and detentions are not motivating a positive behavioral change, an additional penalty will be added, including referral to the Disciplinary Board.

#### ***4.8 Weapons***

No weapons or ammunition (including knives, B.B. guns, paintball guns, etc.) are allowed in the student's possession. Violation of this policy is a major offense.

Students, for the purpose of hunting outings, may have weapons placed into a secured area by the residential deans or the Dean of Men. Students may only use these weapons under the supervision of Academy/Abbey personnel and with the written permission of the student's parent(s) and the Dean of Men.

For the purpose of supervised outings, paintball guns may also be kept in a secured area and used only with the approved supervision of Academy personnel.

**AT NO TIMES WILL STUDENTS BE PERMITTED TO POSSESS WEAPONS WHILE ON CAMPUS.**

**NOTE:**

**No student may discharge firearms on the Academy campus or the vicinity of the campus at any time. This area being defined as that which is bordered by HWY 22 on the south, East AVE on the east, Military Road on the north, and by HWY 197 on the west.**

**Failure to comply with this policy will result in severe disciplinary action.**

#### **4.9 Recreation Room/Television Rooms**

Subiaco Academy provides all students with a recreation room and television rooms for their pleasure during non-school hours. The recreation room is equipped with pool tables and a ping pong table, as well as a television. These rooms should be kept clean and treated with respect. No horseplay or roughhousing is allowed. The lights should be turned off after use. The Academy reserves the right to temporarily or permanently close these rooms when they are misused or not cleaned after use.

#### **4.10 Tennis Court**

The Academy tennis courts are used for the Trojan tennis team and for the enjoyment of the student body. This area should remain clean from discarded trash after each use. The lights to this court should be turned off by the last person to use this area. The Academy reserves the right to turn the power off to the lights if these courts are misused or not cleaned after use.

# THE SUBI LEXICON

## ***5.1 Campused***

“Campused” means that the student is restricted to the campus area as outlined in the Student Handbook. This is a penalty imposed for violations related to misuse or abuse of various privileges, e.g., failure to sign in prior to the deadline, negligence in following house rules or carrying out the directives of the Resident Dean, and being off campus without proper permission. The student will be permitted to leave campus for specific needs.

## **5.2 Demerit**

A demerit is a penalty given for minor infractions such as dress code violations, tardiness, and gum chewing. Multiple demerits may be given for more serious offenses such as inappropriate language, class disruption, disrespect for authority, and unauthorized absence. Accumulated demerits in multiples of five will result in the offender being assigned Saturday Detention and 20 accumulated demerits will result in the student being sent to the Discipline Board. Demerits accumulated during the last two weeks of the school year may result in an immediate Saturday detention. Each demerit will result in an immediate disciplinary action.

## ***5.3 Die Bunkerstube***

Die Bunkerstube or Stube (Underground Café) is the Academy’s student area to relax, eat, play video games, and/or watch television during out of class hours. Managed by a member of the Academy’s staff, students also assist in the day-to-day running of the café. “Meet me in the Stube” is almost as common a sentence as “How y’all doing?” Hours are posted.

#### ***5.4 Discipline Board***

The Discipline Board, composed of the Dean of Men (non-voting except in the event of a tie) and five faculty members, reviews and discusses serious student disciplinary problems. The Board recommends disciplinary actions, including dismissal to the Headmaster. The Headmaster has final and ultimate say in disciplinary matters.

#### ***5.5 Gigs***

A “gig” is a punishment given for inappropriate dorm behavior and inadequate room cleanliness during the daily room inspection by the student’s respective Dean. Gigs are the residential equivalent of the demerit. As with demerits, the accumulation of gigs can result in Saturday detention.

#### ***5.6 The Hill***

“The Hill” refers to the location of the administrative, educational, and residential buildings. The athletic components and swimming pool are referred to as “Down or below the Hill.”

#### ***5.7 Late Lights***

Students may ask their dean for “Late Lights” which is an extension of the bedtime. However, students must make this request prior to the 10:00 p.m. “lights out” rule, at which time freshmen, sophomores, and juniors retire for the evening. Seniors are allowed to stay up until 11:00 p.m.

#### ***5.8 Dorm Ban***

A dorm ban is a punishment for an individual student or the entire dorm for disruptive conduct in a residence hall. The length of the ban is determined by the residential dean and varies due to the nature of the offense.

### ***5.9 Night Prayer***

Night prayer is a community prayer prior to “lights out.”

### ***5.10 Proctors***

Proctors are upperclassmen chosen to assist Main Building residence hall deans. A proctor is not a substitute dean in any manner, but should be viewed as a big brother, assisting students in the transition and acclimation to residence life.

### ***5.11 Resident Assistants***

Resident Assistants are upperclassmen who live in Heard Hall (the freshman dorm) and assist the deans.

### ***5.12 Sign-in/out Sheet***

Students leaving campus, with permission, must sign their name and the time of departure on the sign-in/out sheet. The sign-in/out sheet for all students is located in their respective dorms.

### ***5.13 Check-In***

The check-in is a procedure by which students verify their location within the residence hall to their respective dean. It is required of all boarding students. Students will be notified of check-in times by their deans.

***6.0 ALMA MATER (SCHOOL SONG)***

- 1. Onward Trojans, Onward Trojans,  
Alma Mater calls to you.  
Sons of Subiaco always stand in  
back of Subi's good old  
Orange and blue.**
  
- 2. Onward Trojans, Onward Trojans,  
Subi wants you to be true.  
So with voices clear, stand right up  
and cheer for the good old  
Orange and Blue.**

## 7.0 Campus Map

