

# **SUBIACO ACADEMY STUDENT HANDBOOK**



**2017 – 2018**

# SUBIACO ACADEMY

*A School for the Lord's Service*

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  
Catholic Boarding Schools Association  
The Association of Boarding Schools (TABS)

Contact Information

405 North Subiaco Avenue, Subiaco, Arkansas 72865  
479-934-1000  
[subiacoacademy.us](http://subiacoacademy.us)

School Colors: Orange and Blue

School Mascot: Trojans



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.

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 and authorize Subiaco Academy to photograph and use pictures of their son(s) in Subiaco Academy printed and online publications and release Subiaco Academy from any and all liability that may arise from such use. If at any time parents or students are found to be in breach of the relationship established upon enrollment, the student may be separated from the Academy.

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.

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# SUBIACO ACADEMY

## *Student Handbook*

2017 - 2018

**Listen carefully, my son, to the master's instructions, and attend to them with the ear of your heart. This is advice from a father who loves you; welcome it, and faithfully put it into practice.**

*The Rule of St. Benedict Prologue: 1-2*

Gentlemen:

Welcome to your future! The 2017-2018 school year at Subiaco Academy is going to be a time that challenges and forms who you are. The policies, rules and procedures outlined in this handbook should be taken as 'from a father who loves you'.

We as an administration and faculty do not set out these rules to burden you, but to give you the framework in which you will learn to be a man. By saying 'you will learn to be a man', I do not mean many of the buffoons you see on TV, YouTube, etc. I mean a man who will be respected, a man who people will look to in time of trouble, a man who can be a leader, a man who knows himself and is both humbled and awed by it. Learning to be this sort of man is not easy. It requires guidance.

Expect to be corrected and disciplined. This is not unusual. We all have to go through a process of correction when trying to learn new things. Again these corrections are from 'people who love you' and want the best for you. Being a Subiaco student, gives you the opportunity to become a 'Subi-man'. This is a privilege, not a right. You must commit yourself to living up to these rules and the principles behind them, which are exemplified by the monastic community.

Michael J. Berry  
Headmaster

## **MISSION STATEMENT**

Subiaco Academy is a Catholic College Preparatory Boarding and Day school in the Benedictine tradition, for young men in grades 7-12. We see Christ in each student, guiding him in his response to God, aiding the development of his known and hidden gifts, and fostering a search for truth and an appreciation of the arts.

## **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, and 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, or national or ethnic origin in the administration of its educational policies, scholarship and student aid programs, and athletic and other school administered programs.



## ACADEMICS

### 1.1 Absences

#### Excused

An absence may be excused for illness, family death, emergencies, or for a legitimate reason as determined by the Dean of Men and/or Academic Dean. Students receiving an excused absence may make up missed assignments, but must do so 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. Assignments cannot be made up for an unexcused absence.

#### Excessive

Excessive absences (both Excused and Unexcused) will be reviewed by the administration and students may receive further sanctions, including possible separation from the Academy. Seven absences per semester will be considered excessive and may cause a student to lose credit for their coursework.

#### 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.** Day student doctor or dentist appointments should be made after the class day 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. Parents will be notified by the nurse.

#### Re-admittance following absence

Students are only excused from class by the Dean of Men, Academic Dean, or by the School Nurse. These staff members will notify the faculty when a student is excused from class.

## **1.2 Academic Day**

The academic day for all students begins with breakfast or arrival on campus. (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 afterschool activities. 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.

### Inclement Weather

If inclement weather occurs during the class day, the Academy may send day students home early. If inclement weather occurs outside of the class day, parents should check the Academy website, Facebook, Channel 5 news, and/or their email for notification about school cancellation.

## **1.3 Academic Integrity**

A Subiaco student is expected to maintain a relationship of trust with his teachers and Subiaco brothers. He should always act with integrity. Incidents of academic dishonesty seriously violate the trust given to a Subiaco student. A Subiaco student is expected to honestly represent his own work. Academic dishonesty is regarded as a major infraction. Academic dishonesty is defined as committing acts of cheating or plagiarism. Cheating is having improper access to answers on homework, quizzes, tests, or semester exams. Cheating includes allowing others to copy your work whether by written or electronic means. Plagiarism is an act or instance of using or closely imitating (paraphrasing) the language and thoughts of another author without authorization and/or the representation of that author's work as one's own by not crediting the original author. A piece of writing or other work reflecting such unauthorized use or imitation will be considered an act of plagiarism no matter the length of the writing concerned.

Offenses will result in a 0 (zero) on all related academic work including semester exams, parents will be notified and the Academic Dean will refer the incident to the Student Honor Court.

Offenses may also result in separation from the National Honor Society, removal as an honor graduate, removal from honor roll and faculty list, and may lead to separation from the Academy.

## **1.4 Academic Review**

The administration reviews the performance of all students following the end of the each quarter and at the end of the school year.

### Academic Warning

If a student, who is not on academic probation, receives a failing grade (F) or two poor grades (Ds) at the end of any quarter, he will receive a warning from the Academic Dean or her delegate, indicating that the student is in jeopardy of losing his good academic standing. If a student's poor grades continue into the next quarter he may be placed on Academic Probation.

### Academic Probation

If a student receives a failing grade (F) or two poor grades (Ds) for two consecutive quarters or for one semester, he may be placed on Academic Probation. A student placed on Academic Probation is at risk for being separated from the Academy. A student placed on Academic Warning or Probation will be under heightened scrutiny and his status will be reviewed at the end of the next marking period. Recommendations for separation following a period of probation are made to the Headmaster, who makes the final decision.

### Recovering Course Credit

If a student fails a course that is necessary for graduation, he must make this up before the beginning of the following school year, unless other arrangements are made with the Academic Dean. 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. This may include taking the course or a similar course at a high school summer school or approved summer program or taking a correspondence course through an accredited correspondence school or university. An official transcript must be submitted to the Registrar for courses completed outside of Subiaco. To receive credit for summer courses taken at other approved institutions, a student must receive a 70 or better.

## **1.5 Academic Eligibility/Restriction**

Students in good standing are eligible for extracurricular involvement. The administration may recommend that a student who receives two grades of 65 or below or one failing grade be ineligible, unless it

determines that a compelling case exists for an exception. If an exception is made, the at-risk student and his coach/sponsor must prepare an improvement plan for approval by the Academic Dean. Ineligibility will remain in effect until the student is notified by the Academic Dean.

First year students have two quarters to make the adjustment to the academic program at Subiaco. They will remain academically eligible to participate in all activities during this time. Academic eligibility will be based on third quarter grades for new students.

### **1.6 Academic Study**

Students are expected to keep up with their homework assignments and due dates, test dates, and other assignment or extracurricular information.

#### Teacher Assistance Period (TA)

Teachers are available to assist students at mutually agreeable times, but especially during the teacher assistance period incorporated into the school day. Students should make appointments with teachers to secure a time for extra help. A student may be assigned mandatory TA for a variety of reasons. Students who fail to attend assigned TA will receive disciplinary consequences.

#### Evening Study Hall

The evening study hall is a key component to our academic day for boarding students. All boarding students are expected to use this time for academic purposes. This study hall is generally 7:30 to 9:00 p.m. Students may not use electronic devices for non-academic purposes during this time. Should this become difficult for any student, the privilege to use any such electronic device may be lost for a given period of time. The Academy depends on parental support to ensure each student uses this as a productive study time. With the permission of their residential dean, students may be excused from study hall to attend Vespers with the Monastic Community.

#### Independent Study

Independent study is a privilege earned by Honor Roll students. Independent study is reviewed after each quarter. These students may determine their own study schedule. Independent study privileges may be revoked at any time by the Academic Dean or Dean of Men if the student is not living up to this privilege.

## **1.7 Academic Advancement**

### Acceleration

Students may be allowed to advance in course work by taking courses out of sequence at Subiaco Academy, by taking off-campus courses at a university, or through accredited correspondence with approval of the Academic Dean.

Students who take advanced courses off campus or through correspondence may be required to take a placement test before advancing to the next level of study at Subiaco Academy. It should be noted that any student advancing in courses may find it more difficult to fit desired courses into his schedule on campus.

New students may be required to take placement tests at New Student Orientation to determine appropriate class placement.

### Advanced Courses

Students are encouraged to take Advanced Placement (AP) or Concurrent Credit (CC) courses in order to increase their competitive standing for college admission. All students who are interested in taking AP or CC courses must meet admission criteria and obtain permission from the Academic Dean. All students in AP courses are required to take the AP national exam in order to receive weighted GPA credit for that course.

## **1.8 International Students**

### English Proficiency Requirement

The student's level of English Proficiency must be adequate to be placed in mainstream classes, as determined by English Proficiency testing, Skype Interview, and an English placement test. A student who does not meet English Proficiency Guidelines is required to take English for International Students (ENGINT) for the first year. At the end of the school year, the student takes an exit exam in order to move up to take mainstream English class next year. If a student needs to enhance English proficiency in summer, he may be exempted from taking English for International Students in the second year by submitting an official English proficiency score report by August 15.

### English Proficiency Guidelines for International Students

<b>Jr. High School (7<sup>th</sup>-9<sup>th</sup> Grade)</b>	<b>TOEFL Junior</b>	<b>TOEFL iBT</b>	<b>iTEP Slate</b>
7 <sup>th</sup> & 8 <sup>th</sup> Grade	646	40	2.5
9 <sup>th</sup> Grade	745	57	4.0

<b>High School (10<sup>th</sup>-11<sup>th</sup> Grade)</b>	<b>TOEFL Junior</b>	<b>TOEFL iBT</b>	<b>iTEP Slate</b>
10 <sup>th</sup> Grade	850	70	5.0
11 <sup>th</sup> Grade	884	87	5.5

- **TOEFL Junior**  
[http://www.ets.org/toefl\\_junior/](http://www.ets.org/toefl_junior/)
- **TOEFL iBT**  
<http://www.ets.org/>
- **iTEP Slate (Secondary Level Assessment Test of English)**  
<http://www.itepexam.com>

### Exemption from Foreign Language Courses

International students are not required to take foreign language classes for graduation.

### English-Speaking Environment

It is mandatory that all international students take advantage of the English immersion environment and speak English during class periods and in academic buildings.

## **1.9 College Visits**

College visits should be scheduled outside of the regular class day whenever possible. Students cannot take college visits during the fourth quarter except with advanced specific approval by the Academic Dean. When a college orientation or admission program results in an absence from school, the student must:

1. Meet with the Academic Dean 2 weeks prior to the visit to request permission to be absent. At that meeting, the student must present a request to visit the college(s) with the specific dates.

2. Meet with all his teachers prior to his absence from classes in order to arrange for completion of all assigned class work.
3. The Academic Dean may require 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). Only 3 college days are allowed for underclassmen.

## **1.10 Community Service**

### Community Service

Community service is defined as unpaid service to an individual or group. All students are encouraged to perform at least 20 hours of community service per year.

## **1.11 Grading and Reporting**

### 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 50 and 99 points) is awarded at the end of each semester. The semester grade is weighted as follows: first quarter = 40%, 2<sup>nd</sup> quarter = 40%, final exam = 20%. The lowest grade awarded on a quarterly report is a 50.

The grading scale is as follows: 90-100=A; 80-89=B; 70-79=C; 60-69=D; 0-59=F.

Grade Point Average (GPA) is computed on a 4.00 scale, and AP and CC courses are weighted by adding one additional quality.

### Standard GPA/Quality Point Conversion Chart

90 = 4.00	83 = 3.30	76 = 2.60
89 = 3.90	82 = 3.20	75 = 2.50
88 = 3.80	81 = 3.10	74 = 2.40
87 = 3.70	80 = 3.00	73 = 2.30
86 = 3.60	79 = 2.90	72 = 2.20
85 = 3.50	78 = 2.80	71 = 2.10
84 = 3.40	77 = 2.70	70 = 2.00

When an official transcript is requested, the student's cumulative GPA as well as all semester grades are listed.

In addition to quarterly report grades, student conduct and application is graded. Each instructor assigns an “E” for excellent, “S” for satisfactory, “NI” for needs improvement, and “U” for unsatisfactory.

The valedictorian, salutatorian, and honor graduate designations are determined from the eight semesters of high school grades. To qualify as valedictorian or salutatorian, the student must have completed his last six semesters at Subiaco Academy. A student who has achieved a GPA of 3.85 overall will be designated as an Honor Graduate. A student who achieves a 3.85 GPA average AND successfully completes a minimum of four Advanced Placement and/or Concurrent Credit courses will be designated as a High Honors Graduate.

Seniors must be enrolled full-time at Subiaco Academy, and must be enrolled in courses from five of the seven curricular areas. Early graduation is not allowed.



## Graduation Requirements

■ Computer Applications	½ unit (or equivalency test*)
■ Digital Learning (Class of 2018 forward)	≥ ½ unit of a course
■ English	4 units
■ Foreign Language	2 units **
■ Health	½ unit
■ History	3 units***
■ Mathematics	4 units****
■ Oral Communications	½ unit
■ Physical Education	½ unit
■ Religious Studies	Each semester & Senior Retreat
■ Science	3 units
■ Visual and Performing Arts	2 units

*Graduation requirements completed in the 7<sup>th</sup> grade will not be reported on the high school transcript for credit.*

\* Computer Applications Equivalency Test: Students may receive credit for computer applications by passing a computer applications equivalency test. See the Academic Dean for information.

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

\*\*\* US History, Western Civilization, ½ Civics, ½ Economics.

\*\*\*\*It is strongly recommended that students are enrolled in science and math classes each year of attendance.

### 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.

## **1.12 Honor Roll and Faculty List**

### Eligibility

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

- Honor Roll: A student must achieve at least a 93% average, with no grade below 85%.
- Faculty List: A student must achieve 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 (unacceptable behavior) are not eligible for the Honor Roll or the Faculty List.

## **1.13 Scheduling of Classes**

### Returning Students

Class scheduling occurs in the fourth quarter. Students, following consultation with their guidance counselor and their parents, will 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.

## **1.14 Schedule Changes**

A student's course schedule may be changed only under special circumstances. While the recommendations and requests of our students and their parents are taken into consideration, the Academic Dean, in consultation with the appropriate department chair, makes the final decision. Students will not be allowed to drop/add courses after the first week of a given semester unless special conditions apply.

## **1.15 Semester Exams**

Comprehensive examinations are held in most academic subjects at the end of each semester. The final exam schedule will be posted. Pre-AP,

AP, and CC exams may be extended in length. Middle School students' exams may be less than comprehensive.

### **1.16 Punctuality**

A student must be on time for every class. Punctuality honors classmates and teachers, teammates and coaches, and is expected of all. Punctuality will be monitored and documented by teachers. Excessive tardies will result in disciplinary action.

### **1.17 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.

## **STUDENT SERVICES**

### **2.1 Health Services**

#### School Nurse

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 for illness, injuries and monitoring medications. All other medical and dental appointments should be scheduled before the beginning of the school year or during scheduled school breaks.

#### Seeing the Nurse

Visiting the nurse is not an excuse for tardiness or absence from class. Students should visit the nurse prior to eating breakfast to ensure their prompt arrival for class.

#### Illness During Class Period

When a student becomes ill during the academic day, the teacher will send the student to the nurse at his/her discretion.

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.

Students who have missed more than half a day of classes are ineligible to participate in all after school activities.

### Illness Outside of Class Day

When a student becomes ill outside of the academic day, he should report to his residential dean who will follow residential life procedures.

### Medications

Students are not permitted to keep medication of any kind in their rooms unless authorized by the Dean of Men and after completing a training program with the School Nurse. Epipens and inhalers may be carried once a written order from the doctor and permission from parents has been received and is on file. We are pleased to be partnered with AllCare pharmacy to fill prescriptions and over the counter medications for students who attend Subiaco Academy. You may have your son's medication filled at AllCare in Paris. The phone # is 479-963-6400. They will assist you in the process of obtaining Prescriptions or transferring them to be filled. They will help you set up an account for the school year. All medications (prescription and over the counter) must be turned in to the school nurse. A prescription may be mailed to the School Nurse or your physician may call the prescription in to AllCare pharmacy.

The School Nurse may give over the counter medications including but not limited to: Tylenol (acetaminophen), Advil (ibuprofen), Antihistamine (Benadryl), Zyrtec, Allegra, Claritin, Mucinex, Suphedrine PE, Pepto-Bismol, Maalox, Topical Hydrocortisone, Topical Antihistamine (Benadryl), Topical Calamine, Topical Sunscreen.

It is the responsibility of a student on routine medication to come to the school nurse's office or their residential dean at the designated time for medication administration. Subiaco Academy will make every reasonable accommodation to ensure timely and consistent distribution of medications to students.

If your son is on AR Kids insurance, when he needs medical services the nurse will call you to obtain a referral from your son's primary care physician.

## **2.2 Counseling**

### Academic Dean

The Academic Dean oversees the guidance and counseling department.

### Guidance Counselor

The Guidance Counselor helps students with personal and social problems that may affect study behavior and hinder learning. Parents should alert the Guidance 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.

### Academic Counselor

Each grade level is assigned an academic counselor who provides the following services:

- Conferencing with each student as needed
- Developing educational success plans for improvement
- Encouraging the social development of each student
- Monitoring the academic status of each student
- Assisting the College Counselor in standardized testing
- Assisting with the course selection of each student

## **2.3 Library**

### Library use

The Martha Rush Library is open from 7:30 a.m. until 4:30 p.m. Food and drinks are not permitted in the library. Most books may be checked out for two weeks. Reference books may not be taken out of the library.

## **2.4 Computers**

### Computer Use on Campus

All computers use on campus, including personal computers and devices, should follow the 'Acceptable Use Policy' as agreed by each student in the Enrollment Packet. Violations of this policy may result in disciplinary action.

### 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.

## **2.5 Identification Cards**

Student ID cards are issued upon enrollment at Subiaco Academy, all students and staff should wear their IDs on campus. All Academy service personnel are authorized to confiscate cards that do not belong to the person using them.

# **RESIDENTIAL LIFE**

## **3.1 Daily Schedule**

### Boarding Daily Schedule

The boarding student's daily schedule starts with wake-up at 6:30 a.m. Breakfast is mandatory and begins at 7:15 a.m. The academic day is from 7:45 - 3:10 p.m. Monday through Thursday and 7:45 – 2:20 p.m. on Friday. After school activities, whether sports or intramural activities continue until approximately 5:30 p.m. Dinner is at 6:00 p.m. Study Hall is from 7:30 – 9:00 p.m. when the boarding students gather for Night Prayer. Lights out will be at 10:30 p.m. for all Senior High students from Sunday through Thursday. Lights out will be at 10:00 p.m. for all middle school students.

### Lights Out

Lights out indicates that all lights and electronic devices are off, and students should be in bed trying to sleep. Fridays and Saturdays lights out will be at a time determined by 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 a room if no one is present. Doors are to remain unlocked when students are in the room. Students who do not follow these guidelines will be required to leave their doors open when student guests are in their rooms.

## **3.2 Day Students staying overnight**

### Reasons to Stay

Day students requesting overnight lodging in Academy dormitories should request permission from the Dean of Men. This may be allowed because of a school event leaving in the early morning hours the following day or returning to campus late in the evening on the same day. In these instances day students are not charged for staying in Academy dormitories.

#### Permission and Fee

Parents of day students requesting overnight lodging in Academy dormitories for convenience or visitation purposes should request permission from the Dean of Men at least three days prior to date of stay. Day students who remain on campus for convenience or visitation will be charged \$50.00 per day.

#### Overnight Rules

Any day students staying in Academy dormitories will abide by all rules and policies of Subiaco Academy and are subject to the oversight of Academy personnel. This includes, but is not limited to, the search of the personal belongings or vehicle of the day student.

### **3.3 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 for daily inspection by the dean on duty.
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 should not damage room furnishings and should be in good taste as determined by the Dean of Men.
4. Computers, monitors, and sound systems are acceptable equipment provided that they are compatible with available space and group living.
5. Popcorn poppers, immersion heaters, hot plates, coffee pots, and microwaves are prohibited in student rooms. A violation will result in confiscation of the item. Microwaves are provided for use in common areas.
6. Students may use a mini-refrigerator except in Fuhrmann Hall, provided they pay the use fee.
7. A student will be held financially responsible for any defacement or damage to his room and its furnishings or any other Subiaco Abbey/Academy property.
8. The costs of damage to common areas will be shared by the residents of the common area unless the responsible party is identified.
9. Students are expected to lock up all valuables.
10. Students are expected to lock their room when they leave the room.

11. Students should not keep cash in their rooms. Students should keep cash in the business office for safekeeping.
12. Students should keep a record of serial numbers that pertain to valuable electronic items to help recover any missing equipment.
13. 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.
14. 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.
15. Additional instructions and regulations will be given by the individual dean.

### **3.4 Weekend Activities**

Subiaco Academy offers various weekend activities. Activities include cultural experiences, outdoor activities, intramurals, and visiting major attractions in the region. Students can propose new activities to their dean or the Dean of Men. 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.

### **3.5 Camping**

On Friday nights students are allowed to camp overnight on the nearby ridges. To do so they must request permission from the Dean of Men. The Academy must receive parental permission prior to camping trips being approved.

#### Camping Rules

1. Camping is limited to no more than two groups on any given Friday. Each group is to have 3-7 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.
5. Groups are to camp at the designated campsites. 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.

### **3.6 Skateboards, Scooters and 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, buildings and monastic use areas. Pedestrians always have the right of way. At no time should skateboards or scooters be used past Heard Hall on Subiaco Ave. or on any other public road.

### **3.7 Residential Life Reports**

Residential Life reports are issued to all 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 explain student's conduct, violations of school rules, and/or areas needing special attention. An "X" for School Life denotes unacceptable dorm behavior.

### **3.8 Visitors to Campus**

Visitors are welcomed to campus outside of class hours. Visiting must take place during the designated visiting hours and in designated visiting areas. No female visitors will be allowed in dorm rooms other than immediate family members. Female family members under the age of 18 must be accompanied by parents. Visitors are expected to follow all Academy rules, policies, and campus boundaries. Visitors who do not follow Academy rules may lose visiting privileges. Visitation should be done in public areas of campus, although not in parking areas. **Public displays of affection, such as but not limited to kissing and sitting on another's lap, are not permitted.** The Academy does not allow for private visitation with young ladies outside of the immediate family at any time.

#### Visiting Hours

Fri. 3:00 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.*

### Visiting Parents and Adults

Visiting adults and parents may only spend the night in the Coury House or designated areas on campus. Please contact the Coury House for more information at 479-934-1290.

The following may also be available:

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

Budget Inn (Clarksville) 479-754-2106

Comfort Inn (Clarksville) 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

## **3.9 Keys**

### Academy Keys and Locks

The residence hall dean distributes room keys. If a key issued by the Academy is lost, the Dean of Men will replace it and the student's account will be charged accordingly. Unauthorized possession or copying of keys is prohibited and will be considered a major breach of discipline and referred to the Dean of Men.

### Non-Academy Keys and Locks

If a student has a lockbox or uses a combination lock, not issued by the Academy, the dean must be given a copy of the key or combination.

## **3.10 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. To facilitate 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.

## **3.11 Open Weekends**

Boarding students may leave campus to visit with family during open weekends. They may also visit with the families of other students. All students going home for a weekend must receive approval from the Dean of Men. In order to receive approval, a request must be made to the Dean of Men at least two days before the visit. If a student is to

spend time with a host family, a written invitation must be made by that family.

Parental permission does not automatically grant permission to leave or visit with a host family. The Dean of Men, for various reasons, may deny permission for the visit. Students must return to campus by 8:00 p.m. Sunday evening.

### **3.12 Leaving Campus**

Students are allowed to leave campus, with permission from their residential dean by following the sign-in/sign-out procedure in the dorm. 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.

### **3.13 Transportation**

#### Arrangement

Student transportation is arranged through the Dean of Men. Students should provide an itinerary to the Dean of Men and/or should sign-up for Academy provided transportation.

#### Bus Guidelines

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 all 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.
9. Clean up all trash when exiting the bus.

#### Academy provided transportation

Subiaco Academy often provides transportation for students at extended breaks and holidays. Please refer to the school calendar on our website [subiacoacademy.us](http://subiacoacademy.us). Students arriving late and/or missing the scheduled transportation may have extended wait time at the airport while additional transportation arrangements are made. If a student wishes to avoid these wait times, the family would have to pay to use a taxi.

#### Transportation Fees

Academy provided transportation will generally result in additional student fees. These fees are listed in section 6.25.

### **3.14 Laundry**

Laundry facilities are available for students at the Academy. The students should keep the laundry area clean and not leave personal belongings unattended.

### **3.15 Pets**

Pets of any kind are not allowed in residence halls.

## **ATHLETICS**

### **4.1 Athletics**

Subiaco Academy offers an athletic program designed to maximize student participation. Subiaco Academy is a member of the Arkansas Activities Association and follows the rules and guidelines of the AAA. The Academy competes in Region 4 of the 4A conference. Subiaco Academy offers the following athletic activities sanctioned under the AAA: Cross Country, Football, Tennis, Basketball, Soccer, Quiz Bowl, Baseball, and Track and Field.

### **4.2 Letter Jackets**

Students earn letter jackets through participation in designated school activities. The coaches/directors of activities will determine the criteria for lettering and will provide a list of eligible students to the Athletic Director who will facilitate the order.

### **4.3 Physical Fitness**

Physical fitness and exercise is a critical component of staying healthy and maintaining a healthy weight. Physical fitness and exercise also helps students remain alert and attentive in class. For these reasons, Subiaco Academy requires all students to participate in athletics or other after school activities.

### **4.4 Sporting Events**

The student body is expected to support their fellow students who are playing sports. Attendance at many home varsity games will be

required. Students are expected to show courtesy and good hospitality to visiting teams and all guests on campus.

## **HONOR AND DISCIPLINE**

### **5.1 Philosophy**

In accordance with the Academy's Mission, disciplinary policies and rules are created to protect students' health and safety, promote virtuous living, and teach students how to live in community with others.

Since each student always represents the Academy, conduct in any setting which harms the reputation of the student, the Academy, and/or the Abbey may result in disciplinary action by the Academy.

### **5.2 Honor Code**

The student body has adopted and expects each student to strive to uphold the following Honor Code:

As a student of Subiaco, I understand that I am a part of something bigger than myself. This means that I have the rights of being a Subiaco student, a Trojan, and later, to become an alumnus. Rights and responsibilities go together. My responsibility is to uphold the honor and tradition of Subiaco, to refrain from doing things that would bring dishonor to Subiaco.

Subiaco Abbey and Academy and our traditions have ancient roots. These traditions started at this location over 135 years ago, but through our founding, these traditions extend back to St. Benedict who lived during the fall of Rome. St. Benedict and Subiaco follow the Tradition of the Catholic Church which connects all of us back to the time of Christ and His apostles, who are Jews in the lineage of Abraham, Isaac and Jacob. At this point we have arrived at the foundations of written human history.

Subiaco is a shining city on a hill from which young men have gone out into the world to bring the light of faith, character, scholarship and brotherhood to others. Subiaco, and I as one of its ambassadors, can change the world for the better. But to truly make the world better, I must first become better. I must become a Subi-man.

A Subi-man exhibits Benedictine values. By calling myself a Trojan or a Subi-man, I promise to remember these values, to carry them with me, and to exhibit them in my behavior to the best of my ability. I promise to take correction from others when I fail and to encourage others in their struggles to become a true Subi-man.

A Subi-man lives the following values:

S – stability  
U – understanding  
B – brotherhood  
I – integrity  
M – moderation  
A – accountability  
N – nobility

By living out these values in my daily life, I will become an example to others. Some men may look up to and admire me for these traits, but others may despise me because I exhibit the qualities that they have not had the courage or opportunity to develop in their own life. A true Subi-man, like Christ himself, will be both a light to some and a stumbling block to others.

#### Honor Court

The Honor Court is a group of students who have been peer-elected to uphold the student body Honor Code. A student who is found to be in violation of the code should be referred to the Honor Court advisor. A hearing will then be conducted to decide if the student in question is found to have dishonored himself or the community. The Honor Court is obliged to bring their findings to the Dean of Men with the court's suggested course of action. A copy of the court's proceedings will be kept on file as a reference for future cases.

### **5.3 Major Offenses**

Some behaviors are more damaging to self and community than others. Major offenses include but are not limited to:

- *Physically endangering others*
- *Violent outbursts or threatening language*
- *Extreme disrespect of others*
- *Refusal to obey legitimate authority*
- *Theft of property*
- *Use or possession of alcohol and/or drugs*

- *Inappropriate sexual behavior*
- *Repeated or major academic dishonesty*

Any major offense will be referred to the Honor Court and/or the Discipline Board if it does not result in immediate separation or suspension. The Discipline Board may recommend extended community service, counseling services, disciplinary probation, or separation to the Headmaster. In instances of theft of property and/or destruction of personal property, restitution shall be paid.

#### **5.4 Classroom Behavior**

Student behavior which disrupts the learning environment of a class, demonstrates lack of cooperation, or shows disrespect toward others, will result in disciplinary action. Being sent from class for disruptive, uncooperative, or disrespectful behavior will result in more serious disciplinary action.

#### **5.5 Right to Search**

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.

#### **5.6 Detention**

Detention may be given as a consequence for an infraction(s). These may be served after school or on Saturday. Saturday detentions are more serious and are served at a time determined by the Dean of Men.

#### **5.7 Suspension**

The Dean of Men may suspend a student when deemed necessary. A student may be suspended for serious or repeated misbehavior. Suspension automatically places a student on disciplinary probation.

A suspended student is not allowed to attend classes or participate in any school-related function, even as a spectator, until he is released from suspension by the Dean of Men. A suspended student must make up the assignments missed, but will only receive up to 50% credit for the missed assignments. A student who is suspended during semester exams will be allowed to receive full credit; however, other disciplinary consequences may follow.

## **5.8 Immediate Separation**

The Headmaster of Subiaco Academy reserves the right to separate a student from the Academy 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 separated from the Academy must leave the campus within twenty-four (24) hours. Separated students may not visit the campus in the future without permission from the Headmaster.

## **5.9 Disciplinary Probation and Readmission**

### Probation

The Headmaster, Dean of Men and/or Discipline Board may place a student on disciplinary probation for serious or repeated conduct which could lead to the separation from the Academy. Students on disciplinary probation may be assigned a variety of punishments. A student generally remains on probation for one year. The Headmaster makes all final decisions regarding probationary status and separation.

### Readmission

A separated student may be readmitted to the Academy, but must present evidence of significant attitudinal and behavioral changes to the Admissions Office.

## **5.10 Discipline Board and Appeals Process**

### Discipline Board

The Discipline Board is composed of the Dean of Men (*ex-officio*), two faculty members, and one residential dean. The Discipline Board recommends consequences to the Headmaster. He or the Dean of Men notifies the parents and other necessary parties of the actions taken.

### Appeal Process

A student has the right to appeal the Discipline Board's decision through an appeals process as follows:

1. The student presents to the Headmaster in writing, additional evidence which may warrant review.
2. The Appeal Review Committee composed of the Headmaster, a teacher of the student's choice, a teacher of the Headmaster's choice, and the Dean of Men (*ex-officio*) is convened to review the evidence.

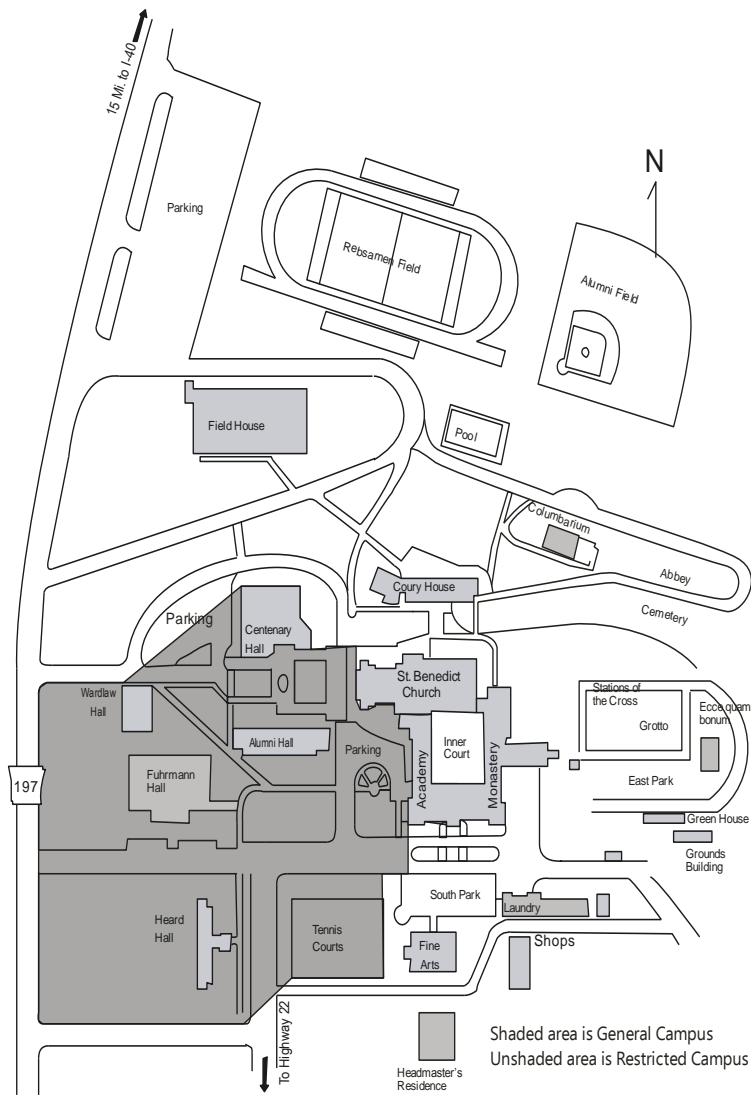


3. If the Appeals Review Committee believes the additional evidence does not warrant a review, the appeal is denied.
4. If the Appeals Review Committee believes the additional evidences warrants a review, the Discipline Board will reconvene to consider the additional evidence.

## **OTHER POLICIES AND RULES**

### **6.1 Campus Area**

Subiaco Academy shares facilities with Subiaco Abbey which conducts other ministries besides the Academy. The campus map (below) designates student-allowed areas. The un-shaded area represents the general campus where students are generally allowed. The shaded area represents the restricted campus which may only be used during specific times and/or activities. Students must have permission from a dean to be in any of these areas outside of designated times.



## 6.2 Fire Drills

For the protection of all, the buildings are equipped with fire alarms, smoke detectors, and other necessary systems. When the fire alarm sounds, 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 result in disciplinary action. Fire drills are held at times assigned by the Dean of Men.

### **6.3 Residence Requirements**

Every student must live in a campus dormitory or at the house where his parents or legal guardians are currently residing.

### **6.4 Dining Room**

Proper conduct towards staff and students in the dining room is essential. Loud and boisterous conversation, use of electronic devices, and/or rough-housing is not permitted. The dining area is to be left in good order. Appropriate clothing is to be worn at all times. Dining room property should not be removed from the cafeteria.

### **6.5 Food and Drink**

Food and drink should be consumed appropriately around campus and in school buildings with permission. Food and drink are not allowed in the computer center, library or in church.

### **6.6 Spiritual Development**

Spiritual development is important for all people regardless of faith. Attending regular worship is an important part of Subiaco life. Students are required to attend the weekly Academy Mass and other special occasion liturgical events. Attendance at daily Mass is encouraged. Students have an open invitation to attend the Divine Office with the monastic community. Sunday Mass is required of all students on campus.

### **6.7 Camera Security System**

Subiaco Academy's residential halls and other areas are equipped with a camera security system, for the purpose of student safety and security of property. This system is for security only, and the privacy of Academy students is not violated. Students and parents sign a waiver during enrollment acknowledging the system.

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

From 7:15 a.m. until 3:10 p.m., students are to be in school uniform which should be clean and pressed as applicable. No sports team uniforms and/or apparel may be worn during the class day.

#### School Uniform

- a) **Khaki colored pants** – no khaki colored jeans or cargo pants

- b) **Khaki colored shorts** – allowed during warmer weather (Dean of Men’s discretion); no cargo shorts
- c) **Dress or casual shoes** – no hiking boots; athletic shoes only with shorts
- d) **Polo Shirts** – orange or blue purchased from the Trojan Shop
- e) **Dress Belt** – with buckle, no cinches
- f) **Socks** – matching black or white socks
- g) **Hooded pullovers** – only allowed if purchased from the Trojan shop
- h) **Subiaco Letter Jackets** are allowed
- i) **Overcoats** – only during very cold weather a student may wear an outer coat; conservative colors are preferred

#### Formal Dress

- a) **Khaki colored pants** – no khaki colored jeans or cargo pants
- b) **Dress Shoes or Boots** – no hiking boots or athletic shoes
- c) **Dress Shirt** – long sleeved, white or blue purchased in the Trojan Shop
- d) **Undershirt** – solid white, worn under dress shirt
- e) **Subiaco Tie** - purchased in the Trojan Shop
- f) **Dress Belt** – with buckle, no cinches
- g) **Dress Socks** – matching black or white socks
- h) **V Neck Sweater** – optional and available in the Trojan Shop

Formal attire must be worn to Sunday Mass, School Mass, and other special occasions as announced. This formal dress uniform is also worn at the Senior Ring Ceremony and Commencement.

#### 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. 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, below mid-ear on the sides or below the top of the collar in the back. Sideburns must be no longer than the bottom of the ear. Students are not to dye or bleach their hair. 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. The administration will have final discretion on what is considered neat and well groomed.

Subiaco Academy administration reserves the right to bill a student's account for the cost of an academy provided haircut or remove students from classes, including semester/final exams, with unexcused absences for failure to follow the grooming policy.

#### Piercings and Tattoos

Earrings and other piercings cannot be worn. If a student has a tattoo(s) it should be covered by clothing. Students are prohibited from getting additional piercings or tattoos while students at Subiaco.

### **6.9 Automobiles**

Student driving is a privilege, not a right. These driving privileges may be revoked for failing to comply with Academy rules and policies. The Academy assumes no liability for items in vehicles or for vehicles damaged or stolen while vehicles are parked on or near campus. Students are not allowed to be in the parking lot during the school day and should not loiter there in the morning.

#### 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 Student Parking Area located on the west side of campus between Centenary Hall and Wardlaw Hall. All vehicles should be locked and properly parked. Boarding students may not provide transportation to other students without the express consent of both the driver's parents and the passenger's parents and approval of the Dean of Men. Vehicle keys must be turned into their residential dean. Failure to turn keys in or secondary sets of keys may result in vehicle privileges being revoked.

#### 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 Student Parking Area located on the west side of campus between Centenary Hall and Wardlaw Hall. All vehicles should be locked and properly parked. Students should not visit or move their vehicles prior to the end of the school day without the permission of the Dean of Men. Day students may only offer transportation to boarding students with the express permission of both the driver's parents, the passenger's parents and the Dean of Men. **Permission by the School will only be granted in cases where the transportation will alleviate a major inconvenience.**

### Vehicle Registration

In order for a student to drive to school the Dean of Men must be given a completed driving application form which can be filled out during Registration.

### **6.10 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 this policy whether on Abbey/Academy grounds, or traveling to and from school events, or at school events are considered to have committed a major offense and said actions will result in an infraction report to be reviewed by the Discipline Board.

### **6.11 Drugs and Alcohol**

The possession, sale or use of illicit drugs, non-prescribed prescription drugs, canned air, alcohol, electronic cigarettes, vapor pens and other substances by any student will not be tolerated.

If there is probable cause to suggest that drugs or other substances are being used by a student, the school reserves the right to require a drug test to be taken. The costs of testing will be charged to the student's account. Refusal to take a drug test will be considered an admission of guilt and may result in permanent separation.

### **6.12 Pornography**

All forms of pornography are forbidden. In addition, the computer or electronic device used for pornographic purposes may be confiscated for a period of time to be determined by the Dean of Men.

### **6.13 Tobacco**

The possession, use, and distribution of tobacco in any form are prohibited regardless of the age of the student. All offenses are to be reported to the Dean of Men for disciplinary action. Tobacco offenses

will result in a fine. Repeated infractions will result in increasing consequences including being separated from Subiaco Academy.

#### **6.14 Hunting**

No weapons or ammunition are allowed in the student's possession. Students, for the purpose of hunting outings, may have weapons placed into a secured area by the Hunting Club sponsor, with the approval of 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.

#### **6.15 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 Headmaster, Dean of Men, Guidance Counselor, 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, Guidance Counselor, 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.

#### **6.16 Recreation Room**

Subiaco Academy provides recreation rooms around campus. 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.

#### **6.17 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.

### **6.18 Courtesy**

Common courtesy includes more than not using foul or inappropriate language. Proper etiquette and proper forms of address when speaking to others are also important, especially toward those in authority.

### **6.19 Custody Arrangements**

Divorced parents must file with the school, a copy of the court order stating custodial/visiting rights.

### **6.20 Electronic Devices**

The use of electronic devices is only allowed when specifically stated by the teacher. Electronic devices should only be used for academic purposes during the school day. Non-academic use of electronic devices will result in confiscation of the device.

### **6.21 Drone**

Limited use of drones is permitted in low traffic areas around campus. These areas include the football field, baseball field, student parking lot, soccer practice field when these areas are not in use. Drones shall not be flown over or into Academy or Abbey buildings. Drones may not be flown during athletic competitions. Failure to comply with this policy will result in confiscation of the drone.

### **6.22 Checking Students out of School**

Students may leave school only with those individuals outlined in the enrollment packet or with the written permission of the parent/guardian, third parties may be allowed to check students out of school. In the case of emergencies, the Headmaster and/or Dean of Men may grant exceptions.

### **6.23 Confidential Records**

A student's official records are confidential and will be open only to members of the professional staff, the student's parent(s)/guardian(s), or the student himself if he has attained the age of eighteen (18), at times prearranged with the Headmaster and student.

#### Requesting Records

1. Subiaco Academy will transfer records to another school upon receipt of proper documentation.



2. Upon request, custodial parents may be given a copy of the student's records.
3. Transcripts may be withheld if a student has past-due financial accounts.
4. When seniors or high school graduates apply for admission to colleges, the Registrar or College Counselor will send the complete scholastic record to designated institutions.

#### **6.24 Additional Fees/Costs**

1. Mini-refrigerator - \$65.00/year (seniors exempt)
2. Replacement room key - \$15.00
3. Replacement student ID - \$25.00
4. Private Room - \$2,500.00/year
5. Furniture – replacement cost
6. Room damage – repair cost
7. Tobacco fine – starts at \$25 and doubles with each offense
8. Five Day Boarder weekend stay - \$50.00 per day
9. Boarding Student Parking - \$250 /year

#### **6.25 Transportation Fees**

Fees applied for doctor, airport, and school break trips

1. Fort Smith - \$40.00
2. Little Rock - \$60.00
3. Clarksville - \$25.00
4. Russellville - \$30.00
5. Paris - \$15.00
6. Springdale - \$60.00
7. McAlester, OK - \$70.00
8. West Memphis - \$100.00
9. Denison/Texas State Line - \$100.00

## **THE SUBI LEXICON**

### **7.1 Campused**

*Campused* means that the student is restricted to the campus area as outlined in the Student Handbook. The student may be permitted to leave campus for specific needs if approved by the Dean of Men.

## **7.2 Die Bunkerstube**

*Die Bunkerstube* or *Stube* is the Academy's student area to relax, eat, play video games, and/or watch television during out of class hours. The *Stube* is generally managed by fellow Academy students.

## **7.3 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.

## **7.4 The Hill**

*The Hill* refers to the location of the administrative, educational, and residential buildings. The athletic facilities and swimming pool are referred to as "Down the Hill." *The Hill* also can refer to the entire Abbey and Academy campus, as when an alumnus asks, "How are things going on the Hill?"

## **7.5 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 lights out. *Late Lights* allows a student an additional 30 minutes before bedtime.

## **7.6 Night Prayer**

Night prayer is a community prayer prior to lights out.

## **7.7 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.

## **7.8 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.

***8.0 ALMA MATER***

**Onward Trojans  
Onward Trojans,  
Alma Mater calls to you.  
Sons of Subiaco  
Always stand in back of  
Subi's good old Orange and Blue.**

**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.**