



SAINT LOUIS  
PRIORY SCHOOL

# Student and Parent Handbook 2018-2019

“Listen, child of God, to the guidance of your teacher. Attend to the message you hear and make sure that it pierces to your heart, so that you may accept it with willing freedom and fulfill by the way you live the directions that come from your loving Father.”

- Prologue to The Rule of Saint Benedict

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It is neither possible nor desirable to create a Handbook which establishes rules and procedures to cover every contingency. What you find in this Handbook is intended to guide you during your time at Priory and to assist you in your integration into the Priory Community. We ask that you trust the judgment and integrity of those who have developed this Handbook and who have been placed in charge of your education. The most up-to-date version of the Handbook replaces previous versions. The rules and procedures in the Handbook may also be superseded, suspended, and complemented by the Administration as they may deem it necessary and proper. Your enrollment in Saint Louis Priory School implies both knowledge of and agreement with the rules and procedures contained in this Handbook.

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## Mission, Rationale, and Goals

The Mission of Saint Louis Priory School is to provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men develop their full potential as children of God.

### Philosophy of Saint Louis Priory School

We express the philosophy of our School by an explication of the key phrases of our Mission Statement, as follows:

By “Benedictine education of the highest excellence,” we mean an education marked by the essential elements and tone of Benedictine spirituality. The search for God – the interior openness to all that is transcendent in human experience and in our world – is at the heart of Benedictine monasticism. This search culminates in the encounter which the seeker has with the Person of Jesus Christ – in the Word of Scripture, the Sacraments of the Church, the lived reality of Christian community, the wonder of creation, and the insights of the human mind. Saint Louis Abbey is a spiritual family centered in this search for God, open to the world through hospitality and service, and rooted in each monk’s vow of stability, his promise to live the monastic life in this same monastic community all the days of his life. The students and families, faculty and staff, alumni, and friends of Saint Louis Priory School are part of the extended family of the Abbey, and share deeply in its spirituality. Among the most important ways in which they do so are these: the exercise of care, concern, and support for every member of the Abbey Family; the formation of links with the monastery and its community, which perdure and deepen beyond a student’s time in the School; commitment to service in the School, often on a long-term basis, on the part of the lay members of the faculty and staff; living with a sense of the contemplative dimension of life and learning and in accordance with that wise and balanced Christian humanism (a synthesis of culture and faith in which “all truth is seen as a participation in him who is the Truth” — Congregation for Catholic Education, 1982) which marks our English Benedictine heritage. We recognize that the concrete daily experience of living and working together in an intentionally faith-centered context is the primary vehicle for personal and spiritual growth in a Benedictine school.

By “Catholic education of the highest excellence,” we mean a thorough formation in the knowledge, understanding, and practice of the Roman Catholic faith, which seeks to give a Catholic student the basis for a free and mature dedication of himself to that faith. Central to the School’s mission is the cultivation of the desire to seek God and to encounter Christ. In the environment of a school centered in the celebration of the Eucharist, and listening to the Word of God, this education sees the harmony of all human knowledge with revealed truth. By its Catholic nature, the School welcomes students and families of other Christian churches and ecclesial communities, and of other religious traditions, and invites all the members of the School community to join together in the search for God.

By “college preparatory education of the highest excellence,” we mean a thorough and effective secondary educational program in the liberal arts tradition, which prepares young men for admission to distinguished colleges and universities, and enables them to undertake their continuing studies with success. Through a broadly based curriculum in the arts and sciences, such a program imparts the intellectual skills and the habits of inquiry, study, and reflection which characterize the educated man. It challenges each student to discover and to develop his unique set of talents, and stimulates in him an intellectual curiosity and independence of thought. This program proceeds at an accelerated pace in relation to secondary education generally, and prepares its students to perform with distinction in relation to nationally recognized criteria. Essential to such a program are a faculty of the highest caliber, small classes, and wise and careful attention to each student.

By “talented and motivated young men,” we mean students who have the aptitudes and the motivation needed to succeed in the School’s program. Admission to the School is necessarily quite competitive. Yet motivation and industry are as important as native ability for success in the program, which requires diligent work by all students, and challenges those of unusual ability to more rapid progress. In response to the call of the Gospel and the

teaching of the Church, the School seeks and values a student body composed of qualified students from diverse socioeconomic, racial, and ethnic backgrounds.

By “develop their full potential as children of God” we mean the students’ development in each dimension of their being – spiritual, intellectual, moral, artistic and physical – of the full potential of the gifts of nature and of grace with which they have been blessed by God as human beings created by him in his image, recreated by him as his children, and now called by him to grow to maturity after the pattern of Christ in whatever vocation in life he gives them. By helping our students to develop in this way we hope to prepare them to assume their role in building a world fashioned more spiritually and more humanly, and to do their part to make “the civilization of love” (John Paul II) a reality.

*Laus Tibi Domine*

### **Goals of Saint Louis Priory School**

To provide a Benedictine education of the highest excellence which teaches our students the service of the Lord according to the spirit of Saint Benedict through truly seeking God in prayer, through striving to grow in humility and purity of heart and so progressing toward that perfect love of God which casts out fear, and through preferring nothing to Christ and serving others in fraternal love and so fostering a spirit of family and community among those with whom they live and work.

To provide a Catholic education of the highest excellence which teaches our students, according to the doctrine of the Catholic Church, the knowledge of the mystery of Christ through faith and understanding, the celebration of it through the liturgy and the sacraments, the living of it through charity and the other virtues, and the hastening of its fulfillment through prayer.

To provide a college preparatory education of the highest excellence which forms our students in the intellectual skills and disciplines of a comprehensive liberal arts program of studies in the Western Christian classical cultural tradition, which prepares them for admission to appropriate distinguished colleges or universities for the pursuit of their higher studies with success, and for continued intellectual development; the moral virtues, guided by charity, which are needed for service and leadership in a free society; the appreciation and practice of the fine arts as directed to beauty and to the communication of moral and spiritual truths and values; and the athletic skills needed for successful participation in a program of competitive sports as a means to physical fitness, active recreation and the development of the virtues of good sportsmanship, teamwork, and collaboration.

To form a School community appropriate to a Benedictine school, centered in the worship of God, the celebration of the Eucharist, prayer, service, and Christian love, which will provide a nurturing environment, rooted in the vow of stability of the monks of Saint Louis Abbey and the commitment to service of the lay members of the faculty and staff, that will foster among all its members - students, faculty and staff, parents, and alumni - care, concern, and mutual support for one another and for every member of the Abbey Family.

### **Historical Background**

The order was founded by Saint Benedict early in the sixth century. In 1215 Pope Innocent III decreed that the Benedictine abbeys should form themselves into congregations by countries. The English abbeys were the first to complete their organization; the English congregation is consequently the oldest. The various congregations form the worldwide Benedictine Order, and all follow the same Rule, though not in exactly the same way. Many monasteries, but not all, are involved in the work of education.

The monastery was founded as Saint Louis Priory in 1955 from Ampleforth Abbey in Yorkshire, England. The Ampleforth Community was first established at Westminster, a hundred years or more before the Norman

invasion of England in 1066. Here the monks of this royal abbey witnessed the coronation of the kings of England until, at the dissolution of the monasteries under Henry VIII in the sixteenth century, they were dispersed. After a brief restoration under Queen Mary (1556-8) the abbey was again dissolved, and only by the slenderest thread was the continuity of the community preserved until its transplantation to Dieulouard in eastern France. Here the monks survived, running both a school and a brewery, until the French Revolution. Expelled then from France, they returned to England. Here, after some wandering, they found their home in 1802 at Ampleforth, where they have since been running a school, but no brewery. The Saint Louis Priory became independent of Ampleforth in 1973 and was raised to the status of an abbey in 1989.

A Benedictine monk is a Christian who seeks to be ever closer to God in ordered prayer and in service to others. He takes a vow of stability, permanently committing himself to Saint Louis Abbey. Together, monks live in love and obedience to their abbot or prior and to one another according to Saint Benedict's Rule, in a monastery. They form a spiritual family centered in God and open to the world through hospitality and service.

### **Nondiscrimination Policy**

It is the policy of the Saint Louis Priory School not to discriminate against any qualified applicant or student on the basis of race, color, national origin, ancestry, citizenship, or any disability that can be reasonably accommodated. This policy applies to all aspects of our program, including our academic curriculum, extracurricular and social activities, and spiritual development opportunities.

**Daily Schedule – Junior School**

|               |  | MON                                | TUE   | WED                               | THURS                                      | FRI                        |
|---------------|--|------------------------------------|---|-----------------------------------|--|----------------------------|
| <b>PERIOD</b> |  | 7:45 - 8<br>Extra Help             | 7:45 - 8<br>Extra Help                      | 7:45 - 8<br>Extra Help            | 7:45 - 8<br>Extra Help                     | 7:45 - 8<br>Extra Help     |
|               |  | 8 - 8:10<br>Advisory               | 8 - 8:05 Advisory                           | 8 - 8:10<br>Advisory              | 8:05 - 8:47<br>Club Period /<br>Late Start | 8 - 8:10<br>Advisory       |
|               |  | 8:15 - 8:28<br>Assembly<br>Theater | 8:05 - 8:47<br>Tutoria /<br>Faculty Meeting | 8:15 - 8:28<br>Assembly<br>Church |  | 8:15 - 9:16<br>School Mass |
| <b>1</b>      |  | 8:32 - 9:16                        | 8:51 - 9:33                                 | 8:32 - 9:16                       | 8:51 - 9:33                                |                            |
| <b>2</b>      |  | 9:20 - 10:04                       | 9:37 - 10:19                                | 9:20 - 10:04                      | 9:37 - 10:19                               | 9:20 - 10:04               |
| <b>3</b>      |  | 10:08 - 10:52                      | 10:23 - 11:05                               | 10:08 - 10:52                     | 10:23 - 11:05                              | 10:08 - 10:52              |
|               |  | 10:56 - 11:20<br>Lunch             | 11:09 - 11:32<br>Lunch                      | 10:56 - 11:20<br>Lunch            | 11:09 - 11:32<br>Lunch                     | 10:56 - 11:20<br>Lunch     |
|               |  | 11:20 - 11:44<br>X                 | 11:32 - 11:55<br>X                          | 11:20 - 11:44<br>X                | 11:32 - 11:55<br>Advisory Meetings         | 11:20 - 11:44<br>X         |
| <b>4</b>      |  | 11:48 - 12:32                      | 11:59 - 12:41                               | 11:48 - 12:32                     | 11:59 - 12:41                              | 11:48 - 12:32              |
| <b>5</b>      |  | 12:36 - 1:20                       | 12:45 - 1:27                                | 12:36 - 1:20                      | 12:45 - 1:27                               | 12:36 - 1:20               |
| <b>6</b>      |  | 1:24 - 2:56<br>Sports              | 1:31 - 2:59<br>Sports                       | 1:24 - 2:56<br>Sports             | 1:31 - 2:59<br>Sports                      | 1:24 - 2:56<br>Sports      |
| <b>7</b>      |  |                                    |   |                                   |  |                            |
| <b>8</b>      |  | 3 - 3:44                           | 3:03 - 3:45                                 | 3 - 3:44                          | 3:03 - 3:45                                | 3 - 3:44                   |
| <b>9</b>      |  | 3:48 - 4:32                        | 3:49 - 4:31                                 | 3:48 - 4:32                       | 3:49 - 4:31                                | 3:48 - 4:32                |

Note: X Period is reserved for additional clubs and activities.

**Daily Schedule – High School**

|               | <b>MON</b>                         | <b>TUE</b>                             | <b>WED</b>                        | <b>THURS</b>                          | <b>FRI</b>                        |
|---------------|------------------------------------|--|-----------------------------------|---------------------------------------|-----------------------------------|
| <b>PERIOD</b> | 7:45 - 8<br>Extra Help             | 7:45 - 8<br>Extra Help                 | 7:45 - 8<br>Extra Help            | 7:45 - 8<br>Extra Help                | 7:45 - 8<br>Extra Help            |
|               | 8 - 8:10<br>Advisory               | 8:05 - 8:47<br>Tutoria/<br>Faculty Mtg | 8 - 8:10<br>Advisory              | 8:05 - 8:47<br>Club Period            | 8:15 - 9:16<br>School Mass        |
|               | 8:15 - 8:28<br>Assembly<br>Theatre |  | 8:15 - 8:28<br>Assembly<br>Church |                                       |                                   |
| <b>1</b>      | 8:32 - 9:16                        | 8:51 - 9:33                            | 8:32 - 9:16                       | 8:51 - 9:33                           |                                   |
| <b>2</b>      | 9:20 - 10:04                       | 9:37 - 10:19                           | 9:20 - 10:04                      | 9:37 - 10:19                          | 9:20 - 10:04                      |
| <b>3</b>      | 10:08 - 10:52                      | 10:23 - 11:05                          | 10:08 - 10:52                     | 10:23 - 11:05                         | 10:08 - 10:52                     |
| <b>4</b>      | 10:56 - 11:40                      | 11:09 - 11:51                          | 10:56 - 11:40                     | 11:09 - 11:51                         | 10:56 - 11:40                     |
|               | 11:44 - 12:08<br>X                 | 11:55 - 12:18<br>Class Sponsor         | 11:44 - 12:08<br>X                | 11:55 - 12:18<br>Advisory<br>Meetings | 11:44 - 12:08<br>X                |
|               | 12:08 - 12:32<br>Lunch             | 12:18 - 12:41<br>Lunch                 | 12:08 - 12:32<br>Lunch            | 12:18 - 12:41<br>Lunch                | 12:08 - 12:32<br>Lunch            |
| <b>5</b>      | 12:36 - 1:20                       | 12:45 - 1:27                           | 12:36 - 1:20                      | 12:45 - 1:27                          | 12:36 - 1:20                      |
| <b>6</b>      | 1:24 - 2:08                        | 1:31 - 2:13                            | 1:24 - 2:08                       | 1:31 - 2:13                           | 1:24 - 2:08                       |
| <b>7</b>      | 2:12 - 2:56                        | 2:17 - 2:59                            | 2:12 - 2:56                       | 2:17 - 2:59                           | 2:12 - 2:56                       |
| <b>8-9</b>    | 3:16<br>Athletics                  | 3:19<br>Athletics                      | 3:16<br>Athletics                 | 3:19<br>Athletics                     | 3:16<br>Athletics                 |
|               | JV Sports<br>5:00<br>Varsity 5:30  | JV Sports<br>5:00<br>Varsity 5:30      | JV Sports<br>5:00<br>Varsity 5:30 | JV Sports<br>5:00<br>Varsity 5:30     | JV Sports<br>5:00<br>Varsity 5:30 |

Note: X Period is reserved for additional clubs and activities.

## School Expectations

### **The Honor Code**

Each student at Priory is expected to show both honor and integrity in all aspects of his life. These virtues take time to develop, and require an effort on each student's part to be respectful towards persons and property - in thought, word, and action - and to be truthful in speech and writing. An individual's practice of this gives him the foundation for a character that is honest and God-fearing.

A student's honesty about himself and honesty in his relationships with others are the basic values on which Priory rests. This community depends on each person's honesty if it is to develop a sense of trust and openness. A Priory student makes a commitment to honest behavior in all areas of school, formal and informal, curricular and extracurricular.

The school Disciplinary Code emphasizes the importance of each person's attitude in the area of honesty, and imposes the more serious sanctions when it is poor. Thus, any disrespect in speech or behavior to any other person is unacceptable. It is important to note that the following are considered to be direct violations of the Honor Code: cheating, lying, stealing, plagiarism, and copying of homework. Students who allow other students to borrow their homework are violating the Honor Code in the same manner as those who are copying the homework. Collaborative work initiated by the teacher, on the other hand, is acceptable but students need to follow the specific teacher's instructions in this matter.

Our Honor Code encompasses much more than one's personal behavior and extends to communal responsibility. Any student who actively helps someone to violate the Honor Code, or who passively accepts violations in his presence, is, in principle, also guilty of violating the Honor Code.

### **The Meaning of Respect**

We are all familiar with the words of Jesus, "a good tree is known by its fruits." We know that we are called individually and collectively, to be good stewards of the Lord's creation. This means that we have a deep responsibility to show respect to all people and for all material things. One of the signs of a maturing person is his or her ability to be respectful consistently. We all have good days and bad days yet we are called to transcend our moods and to be respectful in word and deed at all times.

We show our respect both in the way that we present ourselves and in the way we treat others. One shows respect for oneself by good deportment and bearing, and by politeness of speech. This latter also expresses respect for others as do gestures of courtesy and good manners. Any form of disrespect toward faculty or coaches is to be avoided at all times. Books and other academic materials are handled and treated with care. Property belonging to others is left in, or returned to, its proper place.

### **Bullying**

Bullying, defined as repeated attempts to intimidate another person through verbal threat or taunt, physical assault, or electronic speech, is not tolerated at Priory. It is both a serious affront to the teachings of Jesus Christ and a direct violation of the Priory Honor Code. Any student who believes that he or another student is being bullied should contact the Director of the High School or Junior School directly, or indirectly through another school administrator, school counselor, advisor, or teacher so appropriate disciplinary action can take place to stop this misbehavior immediately. Bullying is not tolerated at Priory and may result in serious disciplinary consequences.

### **Electronics Use Policy**

The Priory Technology Department at the Saint Louis Abbey aims to provide a safe working environment for students and teachers that fosters learning. To that end we have developed the following Electronics Use Policy (EUP).

### **General Expectations of Students**

It is impossible to delineate every unacceptable behavior with respect to our campus electronic network, Abbey computers and electronic devices. Due to the constant advancement of technology, a list might invite circumvention by creative students. Our goal is to give students access to powerful systems and trust them to use these resources responsibly. Thus, rather than specifying everything a student should not do, our policy attempts to give every student a clear idea of what he should do. If a student or parent encounters a situation not described below, consider that Abbey resources should be used in the furtherance of education and not for entertainment or other uses. If you have questions, please feel free to speak to a member of the Technology department by emailing help@priory.org.

### **Network Use**

The Abbey has gone to great lengths to provide fast, safe, and efficient access to the Internet. The network, as with any resource, is a limited one, and users must concentrate its use towards academic endeavors. Listed below are a few examples of acceptable and unacceptable uses of the network and computers.

#### Acceptable Uses:

- Logging in with one's user ID and Password to search the Internet for research material
- Checking news agencies
- Reading and writing emails associated with school activities
- Storing assignments or raw data on the school file server (Camelot)
- Completing homework assignments or studying for tests

#### Unacceptable Uses:

- Logging in using another's ID or Password
- Gaming
- Sharing copyrighted media (such as music, video, or pictures)
- Plagiarizing research material
- Cyber bullying others
- Conducting any manner of illegal activity

### **Deliberate Circumvention of School Electronic Security Systems**

The Saint Louis Abbey has designed and implemented systems that prevent students and faculty alike from accessing certain websites on the Internet. Users can request, in advance, access to or a review of blocked web sites or other internet connected resources. Obviously, talented users may attempt to circumvent these security systems. This can slow the speed of the network or eliminate access altogether and may expose Priory's network to outside intrusion and corruption. Thus, any attempt to circumvent our security systems will be considered a major offense and will be immediately referred to the school administration as an Honor Code violation and may also result in criminal charges being filed.

### **Netiquette**

It is strongly recommended that students use correct grammar when communicating via email. Students should also review messages before they are sent. It is difficult to infer emotion from an email since personal contact is missing in this type of communication. Sarcasm is also very difficult to determine unless you are very familiar with the sender. A seemingly innocent message may be misinterpreted. For example, typing in all capital letters is often interpreted as yelling.

### **Student use of Social Media and Email outside the Priory Network**

The Saint Louis Abbey takes seriously its commitment to protect its students. As a part of its commitment, the school has implemented a social media policy for its faculty. As a result of this policy, students and faculty should not be using social media or other technologies to communicate with students unless that method of communication can be monitored. Students should not accept a friend request from faculty and should refrain from engaging in conversation with faculty that includes email addresses not from Priory. In certain cases, the use of social media is acceptable. This includes public forums on social media sites.

If you suspect a breach of this policy, please report this immediately to the Director of the High School or Junior School, the Headmaster or the Director of Technology.

### **Safeguarding of Personal Information**

During the course of the school year, parents and students will have access to personal information about other parents and students including names, addresses, phone numbers and emails. Please note that this information is provided to parents and students so that they may communicate with others for school business only. Abuse of this information will not be tolerated. This includes bullying or abuse of this personal information for non-school uses.

Priority is also required by certain business partners and government entities to provide information about students and parents.

By signing this EUP, you consent to the dissemination of this data on an as-needed basis.

### **Legal and Honor Codes**

Keep in mind that Missouri State and Federal laws apply to any electronic device that is brought onto or used on the Abbey campus. Violations of laws will be referred to the appropriate enforcement agency and subject to the Priority Honor Code as well.

### **Personal Computers**

High School students are allowed to bring their personal computers to school. Parents of Junior School students should speak with the Director of the Junior School if there is need for their son to bring a personal computer to school. Please see the Guest Network section of the Electronics Use Policy for more information and restrictions on use of the School's Guest Network.

### **Cell Phones and Small Portable Electronic Devices**

Electronic devices, including but not limited to cell phones, iPods, MP3 type players, portable game systems, cameras, and headphones, are not to be used in hallways, classrooms, the theatre, and the Church during the academic day. Students are expressly prohibited from using said devices in locker rooms, dressing rooms, and restrooms due to their possible photographic capabilities. All students assume responsibility for securing such devices and are encouraged to lock them in their school lockers during the academic day.

High School students are allowed to carry a cell phone on their person throughout the day. Cell phones are not allowed to be used in the classroom unless the instructor has granted permission. Any student who uses a cell phone in class in any way or fails to turn off his cell will have it taken away by the teacher. The Director of the High School will hold the cell phone until the end of the day at which time a sanction will be applied and the cell phone will be returned.

Junior School students are prohibited from using cell phones or small portable electronic devices during the academic day. At the time of their arrival at school, Junior School students must turn off these devices and store them in their lockers for the duration of the academic day. Parents may speak with the Director of the Junior School concerning the use of portable electronic devices for note taking or assignment keeping. Any student who uses a cell phone in class in any way or fails to turn off his cell will have it taken away by the teacher. The Director of the Junior School will hold the cell phone until the end of the day at which time a sanction will be applied and the cell phone will be returned.

During testing periods, students must place their cell phones and any wearable technology (Fitbits, smart watches, etc.) on the teacher's desk before the test begins. If a student fails to comply, he will be subjected to serious disciplinary sanction pursuant to the Priority Honor Code pertaining to academic integrity.

### **The Camelot File Server**

Saint Louis Priory School, as a courtesy, provides students with a file server (Camelot) that allows students to back up academic material. Priory protects this data with its own internal back up system, virus protection, and Firewall. Nonetheless, electronic devices do occasionally experience catastrophic failure and can be the target of malicious attack, which can destroy saved data. Thus, it is the responsibility of the student to maintain copies of vital information on their own storage devices as well.

### **Student Gmail Accounts**

Students are provided with a free Gmail account and access to certain basic apps provided to the school by Google. Use of these services are subject to Google's terms of service.

### **Guest Network**

Priory has made available a wireless network for students and guests of the Abbey. This wireless network is called Guest and is available for anyone on campus. Currently, the network covers the Junior School, High School, Switzer House and Dining Hall, and parts of both the Monastery and Gymnasium. Use of this network is at your own risk. Priory provides no warranties concerning the availability of this network and is not responsible for damage to devices connected to this network due to the actions of others. Please also keep in mind that by providing this network, Priory also must employ content filtering and reserves the right to monitor any and all traffic on this network. Students or guests of the Abbey may be refused access to the network if they abuse the network or violate the terms of the Electronics Use Policy. Instructions for connecting to the Guest network can be found at <https://www.priory.org/guest>.

### **External Teaching Tools**

Some teachers have opted to communicate with their class using tools outside of the Priory network. In some cases, students must sign up for accounts in order to access these resources. Please make sure you understand the previous section on Student use of Social Media outside the Priory Network as these rules should also be applied to their use of these sites.

### **Sanctions for Breach of the Electronics Use Policy**

Failure to comply with the electronic device policy can result in corrective action. Sanctions for violation will be commensurate with the offense committed. Less serious offenses, such as sharing media, using an electronic device during the school day or having a cell phone ring in class, will result in the following punishment:

- First Offense: \$15 fine
- Second Offense: \$25 fine
- Third Offense: \$30 fine and in-house detention

All fines are donated to the organization sponsoring the subsequent Dress-Down Day.

Serious offenses such as cyber bullying, circumventing the school security systems, plagiarism, or having an electronic device available during a testing situation will be referred to the appropriate Division Director for more serious consideration. Sanctions will match the gravity of the offense and will include, but not be limited to Suspension and/or Expulsion from the school.

### **Acceptance of the Electronics Use Policy**

Each year students and at least one parent must affirm that they have read the Electronics Use Policy. Failure to do so will result in the removal of privileges provided by the Technology department including but not limited to access to Camelot, lab computers, Google and its services, and the Guest network.

### **Notifications of changes to the Electronics Use Policy**

Changes to the EUP will be communicated through the School's bi-weekly e-newsletter (Rebel News) and website.

### **Special Requests**

If there are needs that cannot be met by following these rules, please inform the Technology Department. It pledges to make every effort to accommodate legitimate requests that further the educational process.

### **School Pranks**

School pranks result in hardship for the school community in general, whose activities are disrupted, and for those members of the school community in particular who must try to restore situations to normal. Moreover, they frequently involve damage or destruction of property, sometimes on a large or even massive scale, and always carry with them the risk of proceeding far beyond the intentions of those who originally planned them.

For these reasons, it is clear that a prank is contrary to the school's Honor Code, which calls for respect "towards persons and property - in thought, word, and action." Therefore, Saint Louis Priory School declares that a school prank is without qualification unacceptable. Any act of perpetrating or participating in the perpetration of a prank will be responded to with the most serious consequences. The school community will work together, as a matter of high priority, to find constructive ways in which the various constituencies of the community can make a contribution to the school that will be helpful and will be remembered as such.

## **GENERAL INFORMATION**

### **School Hours and Student Drop-off/Pick-up**

The Junior School opens at 7:00 a.m. Students may be dropped off at the south entrance of the Junior School, which is accessed through Entry 2 off Mason Road and the circle drive. Junior School students may also be dropped off in the High School circle, which is accessed through Entry 1 off Mason Road. At the end of the academic day, students may be picked up from the south entrance of the Junior School until 4:45 p.m. or from the High School circle. At 4:45 p.m., the Junior School closes, and all remaining students must report to the High School lobby and be picked up from the High School circle. A faculty member supervises the lobby each afternoon until 5:30 p.m., at which time all students should be picked up.

Out of concern for the safety of Junior School students, we ask that you follow the established procedure for drop-off and pick-up. Boys must stay on the sidewalk and not cross the grass and the circle drive. Drivers in the circle drive must stay in the right-hand lane until their passengers have been dropped off or picked up. Students are not to be picked up from the west entrance; any drivers lining up in that area will be asked to move. Traffic around the Junior School becomes congested at the time of dismissal. Please consider picking up your passengers from the High School.

High School students may arrive any time after 6:30 a.m. Drop-off is at the High School circle, accessed through Entry 1 off Mason Road. Students should be picked up at the High School or the Gym complex immediately following athletics practice, at 5:30 p.m.

### **Attendance Procedures**

#### **Junior School**

On Monday, Tuesday, Wednesday, and Friday, school begins at 8:00 a.m. When the bell sounds at 8:00 a.m., students should move to their advisory room for attendance. On Thursday, school begins at 8:51. At that time, students should report to their first period class, where attendance will be taken by the classroom teacher.

#### **High School**

School begins at 8:00 a.m. (Tuesday and Thursday at 8:51). Warning bells will sound at 7:55 for the High School. At that time, students should move to their advisory groups for attendance. Attendance in the High School will be taken by advisors on Monday and Wednesday; by classroom teachers on Tuesday and Thursday, and by class sponsors on Friday. Attendance for Juniors on Thursday, not enrolled in Art History, will be taken at the start of the

third period (10:23 a.m.). No excuse is accepted for lateness at this time as it is the student's responsibility to see that he arrives promptly for class.

### **Tardiness**

Promptness is a positive habit parents and teachers strive to model, and regular attendance throughout the school day gives students their best chance to succeed. A student who arrives after attendance has been taken will be listed as tardy. Upon arrival, he must report to the High School Receptionist or Junior School Administrative Assistant. If a written note from a doctor or parent explaining the tardiness is given, this will be noted. If appropriate, the tardiness will be recorded as unexcused. If a student is repeatedly tardy, the Division Director will meet with the boy and his parents to discuss how best to improve the situation. A student driver who is repeatedly tardy in a given term will face the following consequences:

- 5 unexcused tardies: Loss of senior privileges for the remainder of the term
- 10 unexcused tardies: 2-hour work detail, loss of driving privileges
- 15 unexcused tardies: 4-hour work detail
- 20 unexcused tardies: In-school suspension and disciplinary probation

### **Absences**

If a student is sick, one of his parents is to call the school between 8:00 and 8:45 a.m. The student or a sibling is not to call the school to report any illness. If the school is not notified by a parent, the Administrative Assistant or Receptionist will call home.

Clearly, parents should not schedule family vacations when school is in session. This pertains especially to final days prior to vacation dismissal. In the event parents believe absence from school is totally unavoidable, a note should be sent to the appropriate Division Director with sufficient notice to explain the situation. Likewise, parents should make doctor appointments and driver's tests outside school hours whenever possible. When this is not possible, the student should bring a note to the Director of High School or Junior School explaining the nature and duration of the appointment at least one day prior to the date of absence. Unexcused absences will be treated with significant sanctions. Parents will be notified, and a meeting with the Division Director will be in order. In all cases, the student is responsible for all the work he misses, whether his absence is excused or not.

Upperclassmen are allowed three days of excused absence for college visits. A Permission Form must be signed by a parent, initialed by each teacher whose class will be missed, and returned to the Receptionist two days prior to the proposed visit. The student is responsible for making up all work missed. Additional visits should be scheduled around Spring and Christmas Break, school holidays, or during vacation time. Boys requesting more than three days for campus visits must secure permission from the Director of the High School.

### **During the School Day**

Since prompt attendance is essential for the smooth running of the school, students should be on time for all events throughout the day. A student who arrives after the beginning of class, study hall, assembly, or other school gathering is considered tardy. In the Junior School, he will receive a demerit, unless he has an excuse approved by a faculty or staff member. In the High School, a tardy student is expected to obtain a late slip from the school Receptionist. If he does not have an excuse approved by a faculty member, or a note from a teacher or parent, his tardiness will be recorded as unexcused, and the Director of the High School will be notified. Students who are regularly recorded as tardy during the term will have a conference with the Division Director and should expect loss of privileges. Promptness is a virtue that benefits the entire community and makes a very positive statement to prospective colleges.

Juniors and Seniors who wish to be excused from class to meet college admissions representatives should inform their classroom teachers at least one day in advance of the visit. Common courtesy requires that you obtain a College Meeting slip from the college counselor and have the teacher(s) whose class(es) will be missed sign it one day ahead of time. Students should not abuse this privilege by repeatedly missing class to attend such meetings.

### **ID/Access Cards**

Each student is issued an ID/Access card, and must carry their card at all times. The card grants students access to school facilities during designated times, and allows them to make purchases in the Campus Store and check out books from the Library.

### **Visitors**

All visitors to Saint Louis Priory School must enter through the main doors of either the High School or the Junior School, and check in with the Receptionist or Junior School Administrative Assistant, respectively. Visitors will be issued a badge on a lanyard, which must be worn while on campus. Please return your visitor badge before you leave campus.

### **School Closings**

Saint Louis Priory School uses SchoolMessenger. This service allows us to notify parents very quickly, through the use of phones, in the event of a late start or a school closing.

The decision to call off school due to inclement weather is made reluctantly. Administrators check the roads and the forecast early in the morning, then consult the Director of Facilities or the head of maintenance on Priory's campus, before making any decisions. After consultations, the Headmaster and/or Assistant Headmaster makes the final call by 5:15 a.m. Given the shortness of our school year we try to stay in session whenever possible.

### **Phone Notification Through SchoolMessenger**

In an effort to improve and accelerate communication between the school and parents, Saint Louis Priory School uses a telephone broadcast system that enables school administrators to notify all households and parents by phone within minutes of an emergency or an unplanned event that causes cancellation, a late start, or early dismissal of school. Our intent is to use this tool only for emergencies, but the occasion may arise where it might be used to communicate important priority announcements. This service is provided by SchoolMessenger, which specializes in school-to-parent communication.

When used, this service simultaneously calls all listed phone numbers in the parent contact list which we have provided SchoolMessenger. Presently, we have listed up to five phone numbers for each student. When contact is made, a recorded message from a school administrator is delivered. The service delivers the message to both live answer and answering machines. "No answers" and "busy signals" are automatically retried twice in 15-minute intervals after the initial call. All contact numbers are strictly confidential.

While we wish to notify parents as soon as possible if there will be a school cancellation, we will not broadcast "snow" messages prior to 5:15 a.m. If there is a situation during the day which necessitates contact, we will broadcast immediately.

### **Specific Information You Should Know**

|                             |   |
|-----------------------------|---|
| <b>Caller ID</b>            | Caller ID displays (314) 434-3690, which is the main number for Saint Louis Priory School.  |
| <b>Live Answers</b>         | There is a short pause of a few seconds at the beginning of the message. Answer your phone with "Hello" and hold for the message to begin. Multiple "Hellos" will delay the message. Make certain that all family members are aware of how to answer the phone. |
| <b>Machines / Voicemail</b> | The system detects that your answering machine/voicemail has answered and plays the recording. The maximum number of rings before hang up is 5. Be certain your machine/voicemail is set to answer after 4 rings or you will miss the message.                  |
| <b>Repetition</b>           | At the end of the message you will be prompted to "press one" to hear the message again. This is effective when a child answers the phone and hands it to a parent. You can then repeat the   |

|                          |
|--------------------------|
| message in its entirety. |
|--------------------------|

### **Leaving Campus**

While students are expected to remain on campus throughout the school day, the need to leave may occasionally arise. Normally parents will provide a note for these circumstances, stating the reason for leaving campus (e.g., doctor, dentist, allergist, etc.). This note is initialed by the Division Director and passed on to the school Receptionist or Junior School Administrative Assistant. Exceptional circumstances may arise which warrant a departure from campus without a note from a parent. Permission in these cases is at the discretion of the student's advisor, or, if need be, a school administrator and is granted by way of a signed permission slip. In all cases parents are contacted by phone before a boy leaves campus. The student should leave the signed slip with the school Receptionist or Junior School Administrative Assistant and sign the Off Campus book. Each student who leaves campus registers individually, both on his departure and on his return. A student who fails to do so runs the risk of being recorded as tardy.

### **Senior Off-Campus Privileges**

Any student who leaves campus without permission will be subject to the loss of both driving privileges and off-campus privileges for an extended period of time. Subsequent infractions will be handled by the Director of the High School and will result in more serious sanctions. Parents will be notified of each infraction.

Off-campus privileges will be extended to Seniors at the beginning of the school year. They will begin after the first Form meeting of the year. These privileges are another way to prepare students for the increased freedom they will experience in college.

To maintain such privileges, a Senior must remain in good standing academically (no Ds or Fs) and from a behavioral standpoint (few tardies, unexcused absences, and disciplinary referrals). In addition, all Seniors seeking off-campus privileges must have their cars registered with the Director of the High School. Students who have not met this set of criteria will be confined to campus. Normally, privileges will be reassessed at each term's midpoint and at the end of the term. Privileges may be lost at any time if a student does not exhibit the maturity that is expected of him. Seniors who arrive to school tardy will not have privileges for the day.

When a student has off-campus privileges, he is entitled to leave the Priory campus during study halls and lunchtime. He is still required to make all commitments such as daily church service, assembly, form meetings, advisory meetings, and Thursday lunch. If he has a Thursday first period study hall, he is still required to show up to school on time for attendance purposes. Students must return to campus on time to make class.

In the past, students have used this free time to do further research on projects and papers, to perform errands, and to enjoy lunch with classmates at fast-food restaurants nearby. A Senior student with off-campus privileges will have to sign out at the High School Receptionist's desk. Students leaving campus must drive safely and conduct themselves appropriately in public.

Ultimately, it is the parents' decision as to whether or not their son has the ability to use his off-campus privileges. A parent has the right to deny such privileges.

### **Injuries and Sickness**

In the event a student is injured, immediate notification should be made to the proper authority; in the High School this is the Director of the High School (in absence, the Director of Athletics); in the Junior School the proper authority is the Director of the Junior School (in absence, the faculty/administrator designee as appointed by the Director of the Junior School); at the gymnasium, the Director of Athletics will be notified by the appropriate coach. The authority or his delegate will then determine whether the student should be transported to the hospital (normally Mercy Hospital or Saint Luke's Hospital). He or she is responsible for informing the students' parents and for getting the student appropriate medical attention.

Students who become ill during the course of the school day and need to go home should notify the Division Director, or their advisor if the Director is unavailable. If students are to be sent home, the High School Receptionist or Junior School Administrative Assistant will contact the parents to obtain their permission to have the boy released from school. Students are strongly discouraged from using the excuse of “sickness” when they are not ill.

### **Medication Policy**

Medication policies differ slightly between the Junior School and the High School. In the Junior School if a student is on one or more prescription medicines, a written authorization from the doctor is requested to dispense the medicine. All prescription medicines, in their original labeled and dated containers, are given to the administrative assistant. They are kept with her throughout the day and she dispenses them as prescribed. Exceptions to this policy are inhalers, Epi-pens and insulin since they are likely to be needed away from the office. Tylenol, Acetaminophen and Ibuprofen are stocked in the medicine cabinet and can be dispensed with parental permission. Other non-prescription medicines, such as antihistamines, should be given to the Junior School Administrative Assistant with clear directions as to when and at what quantity they are to be administered.

In the High School students normally take their medicines on a schedule outside the school day. Any student who needs prescription medicine during the school day must give the original vial to the Assistant to the Office of the Headmaster. She will dispense this medication at the time designated by the prescription. Again, inhalers, Epi-pens and insulin are exempt from this guideline. Non-prescription medicine is the student’s responsibility in the High School.

Under no circumstances are students allowed to provide any prescription medicine to other students. In general, all students are encouraged to take medicine only when necessary and only at the dosage recommended. This also applies to Ibuprofen, which is kept in medical kits by the coaching staff.

### **Automobiles**

Student-driving to school is, in all instances, a privilege and not a right. Sophomores, Juniors and Seniors are granted this privilege. All cars driven to Priory must be registered with the Director of the High School. Sophomores who turn 16 during the school year will be allowed to drive to school if space is available and they have cleared the matter with the Director of the High School. Sophomores should leave their cars parked throughout the day and they may not transport any individual to or from any school athletic event. Underclassmen are encouraged to carpool with Juniors and Seniors.

Seniors, Juniors, and Sophomores may park on the Church lot west of the school beyond reserved visitor spaces, in front of the Parish Center beyond spaces reserved for faculty and visitors, or behind the Science Wing. They are to avoid handicapped and parish reserved spaces. Students should not park their vehicles in the gym lot for athletic practices and competitions. Students should observe the one-way direction arrows marked on the lot and leave the reserved spaces free for coaches and officials. The yellow fire-lane along the front of the gym is a no-parking zone. At the High School, students should not park in the circle area, as this is reserved for dropping off and picking up students.

Student vehicles should remain on campus throughout the day unless they have permission to leave. Students who have not signed out are prohibited from going to their vehicles during the academic day without permission from the High School Director.

Drivers should demonstrate a responsible attitude at all times. Careless or negligent driving, failure to stop at stop signs or slow at speed bumps, speeding (over 20 m.p.h. on campus), or unexcused lateness are clearly irresponsible and will be punished by the loss of driving privileges. The length of time over which the suspension is in effect will correspond to the gravity and frequency of infraction. Students who drive carelessly or recklessly should expect parental notification from the Director of the High School. We urge all parents to assist the school in

enforcing the applied sanction.

### **Dress Code**

A good appearance and deportment are important aspects of the Priory student's character development. The dress code is designed to help each student attain a respectable standard of personal appearance. A student who is neatly attired and dresses tastefully projects a positive image to peers, faculty members, and visitors to the school. We would like such an image to be part of the school atmosphere. The Division Directors will be the final interpreters of the dress code guidelines.

### **General Appearance**

- Neatness, cleanliness, and good taste are overriding concerns. Clothing must match reasonably well and should be kept in a good state of repair. Clothing must be of the correct size and proper fit. Torn or frayed clothing is not permitted.
- Sunglasses and hats are not to be worn in the school buildings.
- Hair must be kept clean, well-groomed, and at a length that rests above the collar. Extreme hairstyles/coloring are prohibited. Sideburns must not extend beyond the earlobe. Students are to be clean-shaven; Seniors may petition the Headmaster otherwise.
- Students may not wear chains (including beaded, shell, rock, or hemp), large chained necklaces (with the exception of religious medals), excessive jewelry, spiked or studded bracelets or belts. Nose rings or piercings other than earrings (one at the lobe with a small hoop or stud) are not allowed. Tattoos are prohibited.

### **Daily Dress**

- Dress shirts, collared sports shirts, and turtlenecks are acceptable. There must be no lettering or excessive logo located on the shirt. All shirts must be buttoned and tucked into slacks. On athletic contest days, Varsity athletes may wear jerseys in place of the normal shirt. If jerseys are sleeveless, students must wear a short- or long-sleeved shirt under the jersey. Coat and tie are still expected for Mass; students may change into athletic jerseys after Mass. Crew neck sweaters and only Priory-logoed crew neck and hooded sweatshirts may be worn over the collared shirt. Once a Senior has accepted entrance into his future college, he may wear sweatshirts logoed with that college's emblem as well. Fleeeces and warm-up jackets without logos will be permitted in the classroom.
- Dress slacks, corduroys, casual slacks, cargo pants and Dockers-type pants are acceptable. Slacks must have belt loops and be secured with a belt. Painters pants, green fatigue pants, military camouflage pants, and blue jeans are not acceptable. Pants must not be frayed or torn in any way.
- Shoes may be dress shoes, oxfords, loafers, topsiders, closed toe Birkenstock style shoes or hiking type boots. No athletic shoes are allowed.
- Socks are required.
- Outdoors garments - coats, topcoats, and jackets - should be stored in the locker and not worn inside the buildings. Jean jackets and military outer garments are not acceptable. Fleeeces, warm-up jackets, and Priory-logoed sweatshirts may be worn in the classroom.

### **Semi-Formal Attire**

Semi-formal attire includes: a suit coat or sport coat, dress slacks, dress shirt, tie, belt, dress shoes, and socks. "Dress slacks" excludes painter's pants, green fatigue pants, military camouflage pants, and jeans. "Dress shirts" excludes collared sport shirts and loud Hawaiian shirts. The tie should be tied properly. "Dress shoes" excludes Birkenstocks.

Semi-formal attire should be worn for the following special occasions:

- School Masses
- Guest Speaker Presentations
- Visits with College Admissions Personnel
- Picture Day

Although the special occasion may be brief, the semi-formal attire should be worn for the duration of the school day. Certain exceptions would be the following:

- Within the classroom the sport coat may be removed at the teacher’s discretion.
- While eating lunch the sport coat may be removed to avoid food stains.
- During athletics suitable attire should, obviously, be worn.

Students who are out of dress code will be required to wear semi-formal attire on the following school day.

**Photos/Videos/Digital Media**

The names and/or photo or video images of students may appear in print, video or digital media produced for educational, informational or promotional purposes. Print, video or digital media includes, but is not limited to, Priory’s website and social media channels. Parents who do not wish to have their son’s name or image used in communications like these during a given school year must notify the school in writing by September 15 of that school year.

**ACADEMIC INFORMATION**

**The Academic Program**

*Please note: the academic program at Priory is subject to change. Refer to the School’s website for the most current information.*

|         |  |
|---------|--|
| Grade 7 | Theology - Scripture I: The Old Testament<br>English - Grammar, Writing and Reading<br>Classics - Latin I<br>Math - Beginning Algebra or Algebra I<br>Science - Integrated Science I<br>Computer Science - Introduction to Computer Programming<br>Social Studies - Geography<br>Fine Arts - Vocal Music, Studio Art, Theatre Arts, and Communications I (one term each)<br>Seminar and Writing Workshop   |
| Grade 8 | Theology - Scripture II: The New Testament<br>English - Portfolio Writing and Reading<br>Classics - Latin II*<br>Modern Languages - French I or Spanish I<br>Math - Algebra I or Algebra II<br>Science - Integrated Science II<br>Computer Science - Computer Programming<br>Social Studies - American Government<br>Fine Arts - Vocal Music or Studio Art, Medieval Arts, or Theatre Arts (one term each) |
| Grade 9 | Theology - Church History<br>English - Writing Drama and Novel<br>Classics - Latin III*<br>Modern Languages - French II or Spanish II<br>Math – Geometry*<br>Science – Biology*<br>Social Studies - World History I  |

|          |  |
|----------|--|
|          | <b>Electives:</b> Greek I or Fine Arts (Medieval or Theatre Arts, Studio Art, or Vocal Music)  |
| Grade 10 | <p>Theology - Fundamentals of Catholic Dogmatic Theology<br/> English - Short Story, Novel, Drama &amp; Poetry with Writing<br/> Modern Languages - French III, Spanish III, or Mandarin I<br/> Math - Algebra II or Pre-calculus<br/> Science - Chemistry*<br/> Social Studies - World History II<br/> Seminar</p> <p><b>Electives:</b> Latin IV* or Technology &amp; Business</p> <p>Greek II or Fine Arts (Medieval Arts, Mass Media &amp; Video Production, Photography, Studio Art, Vocal Music)</p>  |
| Grade 11 | <p>Theology - Fundamentals of Catholic Moral Theology<br/> English - Literary Themes<br/> Modern Languages - French IV*, Spanish IV*, or Mandarin II<br/> Math - AP Calculus BC or AB or Analytic Geometry and Trigonometry*<br/> Science - AP Physics or Physics<br/> Social Studies - AP U.S. History or U.S. History<br/> Fine Arts - Art History (one term)</p> <p><b>Electives:</b> AP Latin, Latin V, STEM electives, Vocal Music or Visual and Performing Arts</p>  |
| Grade 12 | <p>Theology - Senior Seminar (two electives)<br/> English – Thesis I and Electives<br/> Senior Honors Thesis (winter)<br/> Math - AP Statistics or AP Statistics/BC Completion or AP Calculus (AB)</p> <p><b>Electives (students choose one class each from two of the categories below)</b></p> <p>Modern Languages - AP French, AP Spanish or Spanish VI, or Mandarin III</p> <p>Science - AP Chemistry or AP Biology or Introduction to Neuroscience &amp; Human Genetics</p> <p>Social Studies/Computer Science/Arts - AP American Government &amp; Politics or AP European History or Social Studies Seminar or AP Computer Science</p> |

\*Course may be offered in honors and regular sets.

In addition to the academic courses a comprehensive program of athletics and extra-curricular activities is offered. All boys are required to participate on interscholastic teams each year. Priory competes in the Metro League in football, cross country, soccer, basketball, wrestling, baseball, track, tennis, and golf. Rugby, lacrosse, ice hockey and Ultimate are also offered as sports that satisfy the sports requirement. Seniors and Juniors are required to involve themselves in a community service project either over the summer or during two trimesters of their Junior year and all three trimesters of their Senior year. For more information on community service, please see page 46.

## Assessment

### Tests

In addition to formal fall and spring trimester examinations, teachers set tests to monitor progress. A student should have no more than three major tests (or two tests and a major paper) on any day unless he is carrying an extra subject. The school discourages the practice of students retaking failed tests. Students have a right to use

their corrected papers and tests as learning tools. They should be returned to the students promptly. As test questions are the intellectual property of the teacher who wrote them, teachers may require that the questions remain in their possession. Students should only take test questions from the classroom when their teacher allows it. Teachers that retain their test questions will make them available for students to examine at a mutually convenient time, such as when they want to see how they performed in greater detail or when they are studying for exams.

To ensure that students are not burdened with several tests or papers on the same day, a testing calendar is posted online and on bulletin boards in the High School and Junior School. Quizzes which are given significant weight are considered to be tests. If school is cancelled due to inclement weather, any tests or papers scheduled for that day would automatically move to the following day. Any tests originally scheduled for the following day could still be given. This would be at the discretion of the teacher. If a student misses school, he is responsible for learning the missed material and completing all homework assignments. He should contact the teacher for directions.

Make up tests are given at the discretion of the teacher or according to the policy of the academic department. A student absent on a day of a test may not be allowed to sit for that test later, or he may be required to make up the test when he returns, depending on the circumstances. In the case of planned absences, the responsibility falls on the student to make prior arrangements with his teachers. Absence alone is an unacceptable excuse for submitting a paper late; if a boy is absent the day a paper, including thesis, is due, he should have the paper delivered to school by a parent or email it to the teacher. When this is impossible, the parent should contact the teacher that day.

Skipping school to study for a quiz or test or to complete a paper, as well as skipping class to finish assignments, is entirely unacceptable. Such absences are unexcused and appropriate sanctions will be imposed. If a quiz or test was missed as a result of skipping, the student will be given a failing grade for it.

### **Learning Accommodations and Extended Time**

Saint Louis Priory School is willing to consider reasonable accommodations for students who have been clinically diagnosed with a limitation that inhibits learning function. These limitations may include physical disabilities, a learning disability or attention deficit hyperactivity disorder (ADHD).

#### **What accommodations does Priory offer?**

Any accommodations may be awarded as either “mandatory” practice for faculty or as “optional” suggestions to the faculty. It is at the discretion of the School Counselor what accommodations will be approved and whether or not those accommodations are mandatory or optional. It should be noted that the national testing agencies (i.e. ACT and College Board) will make note of accommodations awarded when considering a student’s request for accommodations on exams.

- Extended time – In most cases, Priory grants 50% extended time to students who submit the appropriate documentation warranting extended time. In rare cases, Priory will grant 100% extended time.
- Preferential Seating – If recommended, Priory will accommodate preferential/distracted reduced seating.
- Waiver for Latin III (9<sup>th</sup> grade) – For students with learning issues that warrant it, Latin III may be waived.
- Use of a computer – For students with learning issues that warrant it, students may utilize a computer to take in class notes and to complete essay based exams.
- Use of a recording device – For students with learning issues that warrant it, students may record in class lectures.
- Other – In limited cases, additional accommodations have been provided like use of a straight edge or use of a calculator.

#### **Physical Disabilities**

Students with physical disabilities, whether permanent or temporary (for instance a broken bone), must present documentation from a qualified medical practitioner specifying what limitations the student has and the

practitioner's recommendation on appropriate accommodations. The School Counselor and others as appropriate will review this documentation for accuracy and completeness. Sometimes this may involve contacting the individual who conducted the clinical evaluation for clarification on the content of the report. If accommodations are warranted, then a statement of accommodations will be sent to the parents and to the boy's advisor. Until this state is reached accommodations cannot be extended.

#### Learning Disabilities and ADHD:

It is important for students and parents to know that Saint Louis Priory School supports only limited learning accommodations, including extended time on in-class tests and final exams, computer usage for note taking and essay writing, preferential seating, and use of a recording device. Each student is evaluated individually and only those accommodations warranted are approved for each student.

All in-class tests and final exams administered in the seventh grade are proctored under extended time conditions. Beginning in the eighth grade and continuing through twelfth grade, students seeking accommodations must have a full clinical assessment filed and accepted by the School Counselor. This assessment must show that extended time is warranted and under what criteria it applies. Details of what this diagnostic document must contain are listed below. A list of preferred clinicians is available from the School Counselor. Such assessments are normally submitted to the School Counselor before school begins in August. However, students may be added to the official accommodations list throughout the year after receipt, review and acceptance of a clinical assessment. Such assessments must be kept up-to-date with a re-assessment every three years.

Once the clinical assessment has been submitted, the School Counselor reviews it for accuracy and completeness. Sometimes this may involve contacting the individual who conducted the clinical evaluation for clarification on the content of the report. The School Counselor will meet with the family to discuss the report. If accommodations are warranted, then a statement of accommodations will be sent to the parents and to the student's advisor. The student's teachers will also be notified. Until this state is reached accommodations cannot be extended. Note that these accommodations do not apply to practice tests (sophomore year PSAT), which the school administers.

The College Board and the American College Testing Program review requests for testing accommodations through an independent application process that is not tied to Priory School's decisions. These application processes determine if extended time is warranted on national tests like the PSAT, SAT, Subject Tests, SAT II, ACT or AP tests. These agencies do not grant extended time without a full clinical evaluation designating the criteria used to determine the learning issue and the axes under which extended time is warranted. The required details of the clinical assessment for both Saint Louis Priory School and these testing agencies are:

- **Diagnostic Interview** - The interview should include any record of prior accommodations or auxiliary aides, including any information about specific conditions under which the accommodations were used.
- **Aptitude Test** - A complete intellectual assessment with all subtests and standard core scores must be reported. These assessments would include either of the most recent and age appropriate versions of the *Wechsler Intelligence Test* (preferred) and/or the *Woodcock-Johnson Psycho-Educational Battery-Revised Tests of Cognitive Ability*.
- **Academic Achievement** - A comprehensive academic achievement assessment with all required subtests and standard core subtests must be reported. The battery must include current levels of academic functioning in relevant areas such as reading (decoding and comprehension), mathematics, oral language, and written language. These assessments would include either of the most recent and age appropriate version of the *Woodcock Johnson Psycho Educational Batter-Revised Tests of Achievement* (preferred) or the *Wechsler Individual Achievement Test*. Additional formal and informal tests as well as observations should be integrated with the above assessment to assist in determining the presence of a learning disability and differentiating from co-existing disorders.
- **Information Processing** - Specific area of information processing (e.g., short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability) must be assessed. Due to the variety of instruments, the examiner should contact the School's Clinical Consultant to discuss the appropriate measurement.

- **Psychological Assessment** - A measurement of personality as well as the appropriate behavioral scales must be included for a differential diagnosis (to rule out any other conditions).
- **Specific Diagnosis** - Individual “learning styles,” “learning differences,” “academic problems,” and “test difficulty or anxiety,” in and of themselves do not constitute a learning disability. The diagnostician should use direct language in the diagnosis and documentation of a learning disability and provide a *Diagnostic and Statistical Manual of Mental Disorders* diagnostic code in the proper format.
- **Test Scores** - Standard scores and percentiles must be provided for all normed measures. The data should logically reflect a substantial limitation to learning for which the student is requesting accommodations.
- **Clinical Summary** - A well-written diagnostic summary based on the comprehensive evaluation should be included in the report.
- **Examiner Qualifications** - a qualified professional whose credentials are appropriate to the disability must make the assessments. The name, title, and professional credentials (e.g., degrees, areas of specialization, license or certification, employment) must be clearly stated in the documentation. It is also required that reports be on appropriate letterhead.

Please allow ample lead-time, at least three months, to complete such an assessment.

#### **What happens once a student has submitted documentation?**

- All documentation is submitted to the School Counselor
- School Counselor reviews the information and decides upon appropriate accommodations for the student at Priory.
- The School Counselor has a family meeting with the student and parents to discuss the accommodations approved and additional recommendations for the student as appropriate
- The documentation and approved accommodations are given to the Students with Disabilities Testing Coordinator, referred to as Testing Coordinator throughout the remainder of this document.
- The School Counselor sends the official approval letter to the student and parents. This letter includes instructions and appropriate applications for gaining approval on national standardized tests as appropriate. The School Counselor produces the letters for the faculty. A copy of the student/parent letter and documents for the faculty are kept in the student’s permanent file for 4 years after the student leaves Priory School.
- The School Counselor updates the list of Priory students receiving accommodations and notifies appropriate faculty about any students they teach who are receiving accommodations.

**How does a student get approved for accommodations on national standardized tests, i.e. ACT, AP, PSAT, SAT or Subject Tests?** Each testing agency (ACT and the College Board) has its own procedures for granting accommodations on standardized tests. The Testing Coordinator is responsible for managing this process.

**ACT** – The ACT utilizes an online system for requesting accommodations. ACT has two categories for accommodations. The first, extended time, is for students who only receive 50% extended time on any tests administered at Saint Louis Priory School. The second, special testing, refers to students who receive extended time – either 50% or 100% -- and/or additional accommodations on testing at Priory School. The typical additional accommodation is use of a computer for essay-based exams. To request accommodations from ACT, a student must first register online at [actstudent.org](http://actstudent.org). One of the first questions a student will be asked is whether or not he is requesting accommodations and if so whether or not he is requesting extended time or special testing. Once a student has completely registered, he will then need to notify the Testing Coordinator in order for the request to be finalized. Full details on the ACT process may be found at:

[http://www.act.org/content/dam/act/unsecured/documents/Accommodations on the ACT Test - National Extended and Special Testng.pdf](http://www.act.org/content/dam/act/unsecured/documents/Accommodations%20on%20the%20ACT%20Test%20-%20National%20Extended%20and%20Special%20Testing.pdf).

**College Board (AP, PSAT, SAT and Subject Tests)** – The College Board has an online application process. The student and his parents submit a signed permission form to the Testing Coordinator and then the Testing Coordinator files for the accommodations. In most cases, if the student has been receiving the accommodations for more than 4 months at Priory, then the College Board will approve requested accommodations with no

additional documentation to be submitted. For certain learning issues, College Board requires additional documentation to be submitted prior to approving accommodations. Students should plan on at least 7 weeks for the approval process. It is rarer for College Board to deny a request for accommodations than for ACT. Once approved, the student receives an identifying number (SSD Number) that he uses to register for any future SAT or Subject Tests. The Testing Coordinator utilizes that number for assuring approved students receive accommodations on the PSAT and AP exams.

### **Examinations**

Trimester examinations provide each student with the opportunity to display his mastery of material. This may assume different forms: a presentation, a paper, a take-home test or an in-class examination. Each department determines the weight of its examination in computing trimester grades and, in cumulative courses, end-of-year grades. Although examination weights differ due to the number of in-term tests, normal policy is that they count between 25% and 50% of the term or year grade. Final examinations are often cumulative, covering work from the entire year.

### **AP Examinations**

The school recognizes the importance of these comprehensive college level examinations. Individual AP courses are specifically designed to prepare Priory students to achieve their best on these examinations. Diligent work throughout the year, rather than last minute cramming, should be your modus operandi.

In order to assist students, the school has adopted the following policies for those Juniors and Seniors sitting for AP exams. This policy does not apply for end-of-year examinations for underclassmen.

- Dress is casual on any day that you take an AP exam. This means that you may wear shorts, a collared shirt, and tennis shoes. T-shirts and open toe sandals are not allowed. Students who are not appropriately attired will not be admitted to the exam room.
- You have the option to attend regular classes on the day that you are taking an AP exam. Though encouraged, your attendance is not required.
- If you are on a spring athletic team, you must consult with your head coach with regard to athletic expectations during AP weeks. Do not assume that you are excused from a practice or competition on any given day.
- If you have an unexcused absence during the AP weeks, you will be dealt with according to normal disciplinary procedures. Do not invite your parents to excuse you unless you are truly ill.

### **Reporting**

When appropriate, teachers report to parents through phone calls, email messages, or comments posted on NetClassroom. Each student receives subject reports through NetClassroom at the end of the fall and winter term (for year-long classes) and at the end of all terms for single term courses. Advisor reports are written at the end of each term. A comment by the Headmaster is provided at the end of the fall trimester, or by the Director of the Junior School at the end of the fall trimester.

### **Grading System**

Letter grades, with appropriate + or -, are used.

| <b>Grade</b> | <b>Meaning</b> | <b>Letter Equivalent</b> | <b>G.P.A.</b> |
|--------------|----------------|--------------------------|---------------|
| 95 - 99      | Outstanding    | A+                       | 4.5           |
| 88 - 94      | Very Good      | A                        | 4.3           |
| 85 - 87      |                | A-                       | 4.0           |
| 82 - 84      |                | B+                       | 3.5           |
| 78 - 81      | Good           | B                        | 3.3           |
| 75 - 77      |                | B-                       | 3.0           |
| 72 - 74      |                | C+                       | 2.5           |
| 68 - 71      | Satisfactory   | C                        | 2.3           |

|          |                |    |     |
|----------|----------------|----|-----|
| 65 - 67  |                | C- | 2.0 |
| 60 - 64  | Inferior/Poor  | D  | 1.0 |
| Below 60 | Unsatisfactory | F  | 0.0 |

**Weighting:** Honors courses receive a +0.3 weight and AP courses receive a +0.5 weight if a student earns a B- or above.

The cumulative G.P.A. for High School students is calculated by adding all of the individual grades and dividing by the total number of credits earned.

### **Honor Roll Standard**

Superior scholastic achievement is recognized on the Honor Roll at the end of each term. To qualify for Honor Roll a student's *unweighted* Grade Point Average is calculated. Students must achieve a 4.0 G.P.A. for first honors and a 3.5 G.P.A. for second honors, with no grade below B-. Fine Arts and Computer Science in Forms I-IV are considered to be half-courses in determining G.P.A.

Although Honor Roll is a mark of distinction, it should not be the top priority of a student in a college preparatory program. The more selective colleges are both interested in whether a student achieved the Honor Roll **AND** in whether he took the most demanding courses which the school offered - the Honors courses, leading to AP work. This assumes, of course, that a student is being successful in these courses.

Students can graduate with an honor distinction, cum laude, noted on the diploma and announced at the graduation ceremony. Cum laude recognizes those students who have achieved a cumulative, unweighted A-average (G.P.A. of 4.0) during their four years of High School at Priory, without earning any grade below a C- in the Senior year. In addition to the cum laude designation, students may be selected for recognition on the Honor Boards located in the High School lobby hallway. To achieve permanent Honor Board distinction several criteria must be met. These are: regular attainment of Honor Roll (this means a student might miss attaining Honor Roll once, but not more than once), a G.P.A. cumulative, unweighted High School average at or very near 4.3, and a rigorous course load which would include enrollment in many Honors sections and several (five has been the historic minimum) AP courses.

### **Dropping Courses or Course Changes**

Students taking Greek I or II may request a change to a Fine Art during the first two weeks of school. These changes will only be granted if space is available. Students enrolled in an independent study, Fine Arts, or a second language in the Junior year may drop this course any time up to the first mid-term. After that, the student may drop the course at the end of either Term I or Term II. Students may request to change levels of a particular course up to the first mid-term. Honoring these requests will depend on the size of the classes into which the student wishes to transfer.

In order to change or drop a course, a student must have written parental approval and permission of the Department Head and the Division Director. Any student changing ability grouping or course is responsible for all of the material of the new course, and will sit for the same exam as the other students in that class. Any grades received in the previous course will move with the student to his new class.

### **Awards and Prizes**

Recognition is given to those students who show the greatest achievement in different areas of school life. In particular the academic, artistic, and athletic areas are featured. The prizes in the academic areas are awarded on the basis of performance and examination. Other prizes are awarded on the basis of faculty assessment. Most of the prizes are awarded at a special evening in April. Some Senior awards are reserved for graduation ceremonies.

### **Recognition**

The school recognizes outstanding achievement in a variety of areas. In a school with so many talented students,

many achievements will inevitably go unrecognized.

### **Academic Awards**

#### **Collegiate Awards**

The following Prize Books are awarded to members of the Priory Junior class. Students are selected by the Priory faculty and normally come from the top quarter of the class.

#### Cornell University

Presented to a Junior with an excellent academic record who has demonstrated personal initiative in pursuing, embracing, or cultivating diversity (a founding principle of Cornell University) in the school environment or in the larger community.

#### Dartmouth College

Given annually “to a Junior at the top of his class who has demonstrated intellectual leadership and has made a positive contribution to the athletic and extracurricular life of the school.”

#### Harvard University

Awarded by the Harvard Club of Greater St. Louis to an outstanding Junior “who combines excellence in scholarship and high character with achievement in other fields.”

#### College of the Holy Cross

Given to a Junior who presents “exceptional academic achievement within a rigorous college preparatory program, and who has evidenced sincere concern for others and a responsible attitude in all of his endeavors.”

#### University of Notre Dame

Given to a Junior “who has shown he is capable of academic excellence, and has shown service to both the Catholic Church and his community.”

#### University of Pennsylvania

Presented through the university’s St. Louis Alumni Association, to a Junior who best exemplifies the qualities and characteristics of Benjamin Franklin, the founder of the University of Pennsylvania and a scholar, innovator, and servant to the community.

#### Princeton University

Recognizes a Junior “who, while maintaining a consistent Honors average, has demonstrated an unusual level of volunteer service and commitment to the community.”

#### Rhodes College

Presented to a student who has demonstrated exemplary community service and has developed a clear sense of the impact they can make in their own communities through service and volunteerism.

#### Saint Anselm College

Presented to an outstanding Junior who has demonstrated academic success and exceptional leadership qualities in the area of civic engagement. The recipient embodies the values inherent in Saint Anselm’s Benedictine tradition.

#### Saint Louis University

Given to a Junior “who continually strives toward excellence in academics, service, leadership, and spirituality and best personifies the Jesuit motto ‘men and women for others.’”

#### Saint Michael’s College

Recognizes students “who exhibit the characteristics of an ideal Saint Michael’s student, based specifically on

achievement in academics and community service, particularly those in leadership roles in service organizations.”

West Point: The United States Military Academy

Given to a Junior “who has demonstrated academic excellence, athletic or extracurricular prowess, and leadership abilities, and best embodies the Academy’s motto ‘Duty, Honor, Country.’”

Williams College

Given to a Junior “who has demonstrated intellectual leadership and made a significant contribution to the extracurricular life of the school.”

Yale University

Given by the Yale Club of St. Louis to a Junior “who demonstrates qualities of outstanding character and intellectual promise.”

George Eastman Young Leaders Award

Presented by the University of Rochester to a Junior who has demonstrated strong leadership experience, high academic grades, and involvement in extracurricular activities.

Rensselaer Polytechnic Institute

Presented to the Junior who has displayed the most outstanding achievement in mathematics and science.

Frederick Douglass and Susan B. Anthony Award

Presented by the University of Rochester to the Junior who has demonstrated a commitment to understanding and addressing difficult social issues, dedication to community action, and has strong grades in rigorous humanities and social studies courses.

Xerox Award for Innovation and Information Technology

Presented by the University of Rochester to acknowledge scholarship/achievement in the areas of innovation, leadership and IT.

Bausch and Lomb Honorary Science Medal

Sponsored by the University of Rochester and presented to the junior who has displayed the most outstanding achievement in science.

KMOX/Southeast Missouri State Student of Achievement

Acknowledges 30 top Junior-level students throughout the St. Louis Metro Area and recognizes them for their scholastic achievements.

**General Form Awards**

Form Prizes

Awarded to the student or students with the highest grade point averages in Forms I through V.

Academic Achievement

Presented to students in Forms III, IV and V who have shown, according to the judgement of their teachers, the greatest improvement in their studies since the last academic year.

Missouri Scholars Academy

Awarded to a Sophomore(s) with exceptional academic ability who is most able to take advantage of an academic enrichment opportunity.

Missouri Scholars 100

This program is sponsored by the Missouri Association of Secondary School Principals to recognize 100 outstanding

students who have excellent academics, attendance, citizenship, and involvement in school and community activities.

### **Academic Departmental Awards**

Academic departments recognize those students who have demonstrated the highest level of success in their respective areas of study. Theology and Literary prizes are awarded in each Form, a Classical Language prize is awarded to a student in Form V, and prizes in Modern Languages, History, Science, Mathematics, Computer Science, and Thesis are awarded to students in Form VI.

#### Marvin Lindmark Award

Established by friends of Marvin Lindmark in his honor, this award is given to a Freshman for enthusiasm and excellence in the study of History.

#### Daughters of the American Revolution Award

Certificate of award for outstanding work in American History.

#### The Mark C. Bussmann '71 Science Research Award

Given to a Senior who has made a significant contribution, outside of the existing curriculum, in the area of research and scientific investigation.

#### Father Austin E. Rennick Poetry Award

Initiated to honor Father Austin who taught English for 50 years, acknowledges excellence in the creative writing area of poetry.

### **Fine Arts Awards**

Prizes are awarded in the Fine and Practical Arts in Forms I and II and for Music, Drama, Medieval Arts, Photography, and the Visual Arts in both the Junior School and the High School.

Studio Art Awards  
Drama Awards

Calligraphy Awards  
Photography Awards

Vocal Music Awards  
Stained Glass Award

#### The J. Michael Means and David M. Neukum Medieval Arts Award

Recognizes achievement in Priory's Medieval Arts program.

### **Athletic Awards**

#### Best Athlete

This award recognizes students from both the High School and the Junior School with exemplary achievement in our athletic program.

#### Coaches Cup

This award is selected by the athletic coaches and given to students in both the High School and the Junior School.

#### Scholar Athlete

The Scholar Athlete Award recognizes a Priory Senior who exemplifies excellence in both scholarship and athletic ability.

#### Kestrel Cup

The Kestrel Cup acknowledges the most promising tennis player of the Freshman class.

### **Student Leadership Awards**

#### The Priory Award

In honor of Brandon Paton, the Priory Award is given to the Senior who best represents the "total Priory student" academically, athletically, in service to the school, and through his character.

Richard Cavanaugh Honorary Award

Beloved faculty member Richard “Dick” Cavanaugh taught English at Priory from 1971 through 2009. In honor of Mr. Cavanaugh, Priory created an award to recognize a Senior of outstanding character and integrity, whose presence in our community has been a model of good student behavior.

Koman-Willman Award

Presented to a Junior selected for his all-around contribution to the life of his class and school. Considerations include enthusiasm, friendliness, sense of humor, leadership, citizenship, spirit of service, conscientious student, athletic contribution, competitive spirit, and interest in other students and their welfare.

The Brunner Trust Award

Established by Father Michael in memory of his father, Maurice T. Brunner, to honor a member of the Junior class - the most intense year in our program - and through this award to recognize the work and contribution of the entire Junior class.

St. Louis County Student Leader Award

Presented to a Junior who has made significant contributions to the school.

Archbishop May Service Award

Acknowledges outstanding service to the community by member of the Senior class.

American Legion Award

Given to a Senior based on courage, honor, patriotism, scholarship and service, which when cultivated, result in better leadership.

Saint Louis Priory School Service Award

Recognizes exemplary dedication and service to the entire Priory school community by a member of the Senior class.

Father Gregory Mohrman Service Award

Awarded to a Junior School student for dedicated and creative service to the Junior School and the greater Priory School.

Father Finbarr Dowling Spirit Award

Presented to the Senior who best promotes school spirit.

I Dare You Leadership Award

Given to one or more Juniors who demonstrate personal integrity and outstanding leadership within the school.

Joel Huelsmann Award

In remembrance of Joel Huelsmann '94, this award is given to a Sophomore for his exceptional personal achievements in the classroom and on the athletic field as well dedication to his class and school.

Humanitarian Award

Presented to students in the Junior School who have made significant contributions to community spirit and service to the Priory community.

Contests/Essays

|                                  |                        |
|----------------------------------|------------------------|
| Alliance Francaise               | Latin                  |
| American Chemical Society        | Mathematics (MEGSL)    |
| American Computer Science League | Physics                |
| American High School Mathematics | Spanish, French, Greek |

### **Promotion Requirements**

Should a student end the year with a D or an F in a subject, summer work is required. If it is in a subject or discipline he will pursue next year, he must take a make-up examination set under the supervision of the Department Head. The following statements should help clarify any situation:

- If a course meets for only two trimesters (Integrated Science, Modern Language, History, and Geography in the Junior School) an average of D over the two trimesters is the criteria followed.
- If a course is a unit unto itself, e.g. Junior and Senior English and Theology courses fall into this category, a D or an F may be made up for each unit.
- If a student receives a D grade, a proficiency exam must be taken if he wishes to improve his grade. He may choose to take a course of study in that subject prior to the examination or he may work with a tutor. Some courses may have papers in lieu of a formal exam.
- If a student receives an F grade, he must take a course of study in that subject prior to taking the proficiency exam. This course needs to be approved by the Department Head or the Director of the High School or Junior School. In many cases, courses are available in our own summer school. In all cases, only our proficiency exam is sufficient to remove unsatisfactory grades.
- Proficiency exams are given at the end of our summer school courses or at some other time designated in conjunction with the Department Head or Division Director. Students may sit for proficiency exams only once. A student may improve an unsatisfactory mark to either a D grade or a C- grade on the basis of the summer work. Any work made up during the summer is so designated on the school transcript.

For a boy to advance to the next grade, he must prove himself prepared to handle the upcoming material. A student who is deficient in a number of courses will be the subject of serious discussion and could be asked to leave the school if it is felt that his progress is not sufficient.

### **Academic Probation**

If a student's GPA falls below 2.0 in the academic solids (excluding Computer Science and Fine Arts in Forms I through IV) at the end of any trimester, or at the end of the year, he will be placed on Academic Probation by the Director of the High School or Junior School. Form I students will only be placed on Academic Probation on the basis of their end-of-year results. Written notification of Academic Probation is provided to parents.

While on probation, students are unable to represent the school in any off-campus sponsored event (like Model UN or Mock Trial). If their GPA rises above 2.0 for two consecutive trimesters, then these restrictions are normally lifted. Students who fail to remove themselves from Academic Probation by year end are unlikely to advance to the next grade level, since they lack the necessary academic foundation for success with even more challenging courses.

### **Graduation Requirements and Senior Thesis**

To earn a diploma, a Senior must pass fourteen of his sixteen required trimester units, one of which is Thesis II. Each Senior must submit either a researched thesis, a work of creative writing, or a project in the visual or performing arts under the direction of an advisor. It is the student's responsibility to confer with his advisor and to meet deadlines. The specific requirements for the Thesis can be found in the Thesis Handbook.

### **Guidelines for Written Homework and Papers**

It is in the spirit of developing responsibility, honesty, and punctuality as well as pride in one's work that these requirements are presented. Every student should familiarize himself with the school's expectations.

### **Homework**

Homework is an essential part of developing mastery in any discipline, and an integral component of the Priory program. Students are responsible for completing and turning in every assignment, according to the direction of

each teacher in each discipline.

Teachers are responsible for communicating expectations for the submission of homework, including the due date/time and the location and means of submission (in class, in the homework box, via email, etc.). Homework that is submitted after the time indicated by the classroom teacher may receive a significant reduction in grade. Homework that is submitted after the teacher has reviewed the assignment in class, or which is not submitted, can receive a zero. Late papers also receive a reduction in grade.

A student who anticipates difficulty in completing an assignment on time must consult with the teacher at least two days before the due date for major assignments and the day before for nightly assignments. The teacher will decide whether an extension is in order.

Teachers, in conjunction with their Department Heads, determine the weight attributed to homework in calculating trimester grades. Completing homework is essential to prepare for quizzes, major tests, and exams. Failure to complete homework will have a significant impact on your trimester grade.

A student should spend enough time on homework to prepare all his lessons and assignments; generally, this will be daily 1 1/2 - 2 1/4 hours in the Junior School and 2 1/2 - 3 1/2 hours in the High School. As a student progresses through the school, assignments become longer range. Students who carry several AP courses should expect a heavy homework load.

Work assigned as homework is to be done by the student working on his own, normally at home. Some homework assignments may not include a written component submitted for a grade (e.g. a reading assignment). Parents are in a better position than the school to ensure that this is being done. Parents are encouraged to communicate with the school if their son is taking a notably longer or shorter time than indicated above. Teachers may require that homework be submitted prior to 8:00 a.m. The school discourages extensive use of social communication for homework, although some assignments may require collaboration.

**Copying homework or submitting work that is not your own is plagiarism. It warrants both a zero and, as a violation of the Honor Code, referral to the Division Director.** Students should expect little clemency for copying. Students must not allow others to borrow their homework.

### **Academic Dishonesty**

Trying to pass off another's thoughts or work as one's own is intellectually dishonest.

Cheating: A teacher usually expects the student to complete assignments without using sources other than the textbook. Unless a teacher requires/encourages the use of outside works, the student is to assume that he is to depend exclusively on his own ideas and expression.

**Cheating on an assignment normally receives a failing mark and its author is referred to the Division Director as violating the Honor Code.**

Plagiarism: Directly quoting an author or using the substance of his ideas without acknowledging the source is plagiarism, whether willful or not. **Any paper found to contain plagiarism is normally given a failing mark and its author is referred to the Division Director as violating the Honor Code.**

When the assignment demands the use of other sources, the teacher should make it clear how to acknowledge and use them. The formalities of citation are taught in the Sophomore year and can be expected of students in Forms IV-VI. Students should consult the MLA Handbook for accuracy in citation. Students may be required to submit their papers through Turnitin to authenticate their sources and footnoting.

**Copying**: In its most flagrant form, plagiarism is simply copying another's writing, whether paragraphs, sentences,

or phrases without using quotation marks. Copying a poem, a summary of a book, or learned opinions, even in part, without acknowledging the source and without using quotation marks is patently dishonest.

**Paraphrasing:** A student might honestly believe that using another source but changing the words to his own is acceptable; it is not. If one changes the words, he must still let the reader know where he gathered the information. In formal research papers, citations serve this purpose. Teachers should inform students how outside sources are to be used and acknowledged.

**Selecting:** Often a student will write a paper that primarily consists of his own words and ideas, but he will find a phrase or sentence that is said "just right." Isolated sentences must also be acknowledged. If the student uses the sentence word-for-word, he should employ quotation marks; if he paraphrases it, he should cite the source. Finally, even illustrations or images borrowed from, say, electronic sources need to be documented.

**Being an Accessory to Dishonesty:** To facilitate in some way the cheating or plagiarism of another is to be an accessory to his dishonesty. Ways to facilitate could include: planning with another a way to cheat; allowing another to plagiarize one's own work; lying about one's knowledge of another's dishonesty; or remaining silent when discovering the dishonesty of another. If a student should discover the academic dishonesty of a peer, that student should determine the most prudent way to handle that knowledge by seeking the counsel of a trusted adult, e.g. a priest, a school administrator, or his advisor.

### **Academic Help and Supervision**

A student encountering difficulty with papers or subject matter should first contact the teacher, who can provide extra help either at 7:45 a.m. or at X-Period. It is also possible to enlist the help of other students and teachers to overcome difficulties. The Director of the High School and the School Counselor maintain a list of student tutors for various subjects at various levels. If a student's work continues to be unsatisfactory, his advisor may set up a regular reporting procedure.

### **Study Halls**

In general, the study hall is to be used for quiet study. Since group study is discouraged in the Library, it is reasonable to assume that any group study of a quiet nature would take place in the study hall. If the study hall cannot be quiet, then silence ought to prevail.

Students are expected to appear on time for the study hall. Any student who is unreasonably late should have a note from a parent or teacher that explains lateness. A maximum of five students may be dismissed from the study hall to go to the Library. Each student will need a completed Library pass before he is dismissed, and he is to go directly to the Library without lingering in the hall.

Abuse of Library privileges (no Library pass, talking, disruptive behavior, unwillingness to comply with requests, failure to check out books, removal of reference materials from the Library, abuse of books, magazines, or newspapers) will bring about an immediate revocation of Library privileges until it is decided by the Librarian that the student is ready to return. Such a student is required to remain in his study halls for the duration of the revocation. Rooms can be opened in the high school to accommodate group study and conversation, normally before school or during X-Periods.

## **School Services**

### **College Counseling**

The Office of College Counseling assists students and their families as they navigate the college choice process. Our counseling philosophy focuses on defining the students' best-fit options within the parameters of the individual student's interests and family context and values. We strive to teach students to take responsibility for the process and for their decisions. We follow the tenets of the Rule of Saint Benedict including treating all with respect, justice and community. We adhere to the best practices of our professional associations; we believe in professional

outreach and active participation in the national dialogue.

College Counseling is provided in diverse ways so that parent, student and school concerns amalgamate in a realistic choice of colleges – one that will serve the graduate for four years of college and a lifetime. The following is a partial list of ongoing services provided by the Office of College Counseling:

- A series of individual and group student and/or parent meetings are held from ninth through twelfth grades covering preparation for the college selection process including course selection while at Saint Louis Priory School, the logistics of the actual college selection process, suggested schools and programs for each student and family to consider and career and major exploration information.
- Naviance Family Connection, an Internet based college selection process program, is available for students, parents, faculty and counselors. Naviance helps focus on the desirable characteristics of the ideal college and aids in the preparation of a preliminary list of schools from which to begin research. This program also includes career and major exploration and scholarship information.
- A selection of current educational reference guides is available in the Office of College Counseling.
- Preparation for national standardized testing and the administration of some of these national tests is coordinated or offered through the Office of College Counseling.
- Statistical analysis and historical information regarding the schools to which Priory School graduates have applied is maintained and is available for review.

### **The College Counseling Program**

During the Freshman and Sophomore years, the college counseling program addresses the importance of establishing the foundations for the college selection process. This includes formal student and parent evening programs, student workshops, and announcements at form meetings. These events help familiarize the students and parents with the various expectations of college admission programs, the importance of both solid academic performance and responsible participation in extracurricular activities, and the what's, how's and why's of the national standardized tests.

In the Junior and Senior years, the college counseling program moves into more individualized and targeted programming based on each student and his family's needs, goals and levels of performance in and out of the classroom. Programs are again delivered through formal evening programs, small group workshops, form meetings, and, in addition, individual meetings with students and their parents. All Juniors are asked to schedule a family meeting with their college counselor between the middle of January and Spring Break. At this meeting, the student's senior year schedule is discussed along with any additional test preparation he may need to complete before the fall of his senior year. We also review a student's strengths, goals, and needs in regard to the college selection process. Finally, a list of suggested schools is presented to the student and his parents. Follow up meetings in the Junior year are encouraged based on the needs of the student and his parents.

Seniors are asked to schedule a family meeting with their college counselor prior to the end of September of the Senior year. At this meeting, the final list of schools to which a student will apply is discussed. The best approach to the application process is also finalized including under which admission system a student should apply to each school on his list, what aspects of his profile should be emphasized in the application, any additional testing information that might be needed and a timeline for completing all application materials. Family meetings beyond this first one are available as needed by the individual student and his family. In addition to these individual meetings, the college counselors host a series of workshops prior to the start of the school year and throughout the fall to assist in the completion of the applications. The counselors also meet individually with each student to review his progress on each application he will submit.

The Office of College Counseling hosts a number of college representatives each year at Priory School. The list of visitors is readily available and updated via electronic communications from the Office of College Counseling, on the College Counseling Bulletin Board in the main hall of the high school, the Naviance system and through the Priory School website. Seniors may meet with as many representatives as they wish pending prior approval from the teacher whose class they will miss. Permission slips are available from the Office of College Counseling. Juniors

may meet with up to four representatives, again with prior permission from the teacher whose class they will miss. All students are responsible for making up the material missed in class.

Since campus visits are an integral part of the college exploration process, Seniors are granted three days of excused absences to make such visits. Students must obtain prior permission to be granted these excused absences. The permission forms are available through the Office of College Counseling. These forms must be submitted at least two days in advance of any college campus visit. Students are encouraged to take advantage of school holidays to arrange for campus visits. If a Senior requires more than three days out of school to visit colleges, he must obtain prior approval from the Principal or Director of Student Life. There are no excused absences for campus visits by Juniors.

### **The College Application Process**

The Office of College Counseling recommends and assists a student in creating a list of colleges to which he will actually apply that is ideally between five and seven schools. This list should be finalized by early fall of the Senior year. Students should be aware that Priory School assesses a fee of \$30 per admission application that a student submits beyond nine schools.

While the Office of College Counseling assists the student through each and every step of the college selection process, the student must assume certain responsibilities.

Student responsibilities include:

- Registering for the College Board SAT and American College Testing Program ACT examinations by the published deadlines. The Office of College Counseling provides a list of recommended testing dates. This information is disseminated through emails, evening meetings and form meetings, individual family meetings and in this handbook.
- Reporting SAT, ACT and/or Subject Tests scores directly from the testing agencies to the colleges to which he will apply. The Office of College Counseling does not submit test score information to the colleges.
- Obtaining all necessary application materials from each college of interest.
- Understanding and abiding by the admissions, financial aid, scholarship, honors or other special programs, housing, enrollment deposit and registration policies of each college and university to which he plans to apply.
- Submitting the required application materials directly to each college or university before the stated deadlines, including any required application fees.
- Submitting the Office of College Counseling's Application Checklist to the office at least TWO WEEKS before any application deadline and no later than the final December deadline communicated in the beginning of the Senior year.
- Requesting any necessary teacher recommendations. As part of the recommendation request, the student is required to provide to the recommender the Worksheet for Teacher Recommendations available from the Office of College Counseling. This form and the request for the letter from the teacher should be made at least two weeks prior to the earliest college application due date. The Office of College Counseling submits teacher recommendations.
- Arranging, if appropriate, for interviews and/or visits to the colleges of his choice.
- Notifying each college or university that accepts him whether he is accepting or rejecting its offer. He should make these notifications as soon as possible and definitely no later than May 1. Each student must select ONE school to enroll in by the May 1 deadline.
- Confirming his intention to enroll and submitting an enrollment and housing deposit, if either is required, by the required notification date(s). The enrollment deposit will be due at the latest by May 1, the standard National Candidates Reply Date. If the student is put on a waiting list by a college or university and is later admitted by that institution, he may accept the offer and send in all necessary deposits. However, he must also immediately notify the other school to which he has previously committed.

The Office of College Counseling coordinates the submissions of select supporting information for a student's

application including the transcript, teacher recommendations, and the counselor/school recommendation. The student’s College Counselor and Advisor work together to write the school’s Letter of Summary and Appraisal. This letter presents the student’s strengths and contributions to the Saint Louis Priory School community in total, whereas teacher recommendations present the student’s contributions in the classroom alone. The Letter of Summary and Appraisal is created based on personal interactions between the student and his counselor and advisor, end of term teacher comments, the Parent Brag Sheet, and the Student Questionnaire. In addition to this formal letter, the Office of College Counseling advocates for the student through direct contact with the admission office at schools to which the student has applied.

**Standardized Testing**

Standardized testing results supplement the Priory Secondary School Record by providing national norms. For some colleges test results become the most important piece of information which “levels the playing field” among applicants.

Testing Timeline:

Priory School recommends a specific testing timeline based on an analysis of our students’ past performance on standardized tests, our record in college admission, and trends the college counselors see in the college admission process. The testing timeline allows students to effectively prepare for the various tests required for admission and to avoid “testing burnout” prior to receiving their optimum test results. The testing timeline evolves from a standard process for all students in the freshmen and Sophomore years to an individualized testing plan for Junior students based on the student’s goals, strengths and time constraints. This personalized testing plan is developed at the first individual meeting each student and his family has with his college counselor in the Junior year.

Recommended Tests:

Priory School students are strongly encouraged to take both the SAT and the ACT with writing. Certain strengths are revealed in each; therefore, it is to the student’s advantage to sit for both tests. Every student completes at least one ACT and one SAT by the end of the Junior year. As more students apply to colleges under early application programs, it has become more and more important for students to complete their testing schedule by the end of the Junior year if at all possible.

Test Preparation:

The best preparation for standardized tests is consistent work in Priory’s curriculum. However, many of our students will seek additional preparation based upon the results from the standardized tests. The Office of College Counseling maintains a listing of preparation services that our students have used and liked in the past. We recommend that students do not begin test preparation until they have received the results from their first ACT and SAT. Saint Louis Priory School offers a one-week intensive test preparation workshop for incoming Juniors in August prior to the Junior year. This workshop will assist students in becoming familiar with and prepared for the PSAT/NMSQT in the fall of the Junior year and for sitting for their first SAT and ACT. If a student is unhappy with his results after the first sitting, he may choose to participate in additional test preparation for either the ACT or SAT, which ever test he prefers and that will meet the needs of the colleges to which he plans on applying.

**Registering for the Tests:**

|               |  |
|---------------|--|
| ACT           | Students register on their own through the ACT website: <a href="http://actstudent.org">actstudent.org</a>               |
| PLAN          | Priory registers the students. A bill is sent to families in the fall of Sophomore and Junior years.                     |
| PSAT          | Priory registers the students. A bill is sent to families in the fall of Sophomore and Junior years.                     |
| SAT           | Students register on their own through the College Board website: <a href="http://collegeboard.org">collegeboard.org</a> |
| Subject Tests | Students register on their own through the College Board website: <a href="http://collegeboard.org">collegeboard.org</a> |

### National Testing Time Line

|          |  |   |
|----------|--|---|
| Grade 9  | June   | SAT Subject Tests<br>(Biology is recommended by faculty to students as appropriate based on performance in 9th grade biology.)                                    |
| Grade 10 | October  | PSAT (all students)   |
|          | June   | SAT Subject Tests<br>(Faculty recommend individual tests to students based upon performance in class. Usual exams taken include: Chemistry, Latin, and/or Math I) |
| Grade 11 | October  | PSAT/NMSQT (all students)   |
|          | Dec. or Jan.   | Recommended first SAT   |
|          | Dec. or Feb.   | Recommended first ACT with writing  |
|          | A recommended re-testing plan after the first sitting for the SAT and ACT with writing will be created for a student by his college counselor at the individual family appointments that occur between January and March of the Junior year. Potential additional testing dates include: |   |
|          | March  | SAT   |
|          | April  | ACT with writing  |
|          | May  | SAT and Subject Tests   |
|          | June   | Recommended 2nd sitting for the SAT or Subject Tests and ACT with writing<br>(Recommended options for Subject Tests include: Physics, English Literature, Math 2) |
| Grade 12 | The recommended testing schedule is determined on an individual basis as needed by the individual student for the schools to which he is applying. This is done in conjunction with the student's college counselor. Potential additional testing dates include:                         |   |
|          | September  | ACT with writing  |
|          | October  | SAT, Subject Tests, or ACT w/writing  |
|          | November   | SAT or Subject Tests  |
|          | December   | SAT, Subject Tests, or ACT w/writing  |

### Seeking Counseling

During a boy's adolescent development, he may need to seek counsel from the School Counselor. A boy can self-refer or be referred by a teacher, administrator, or his parents. Services rendered in-house are gratis. In most cases the School Counselor will assist the student by talking through the issue or developing a helpful plan towards resolution or coping. If the issue requires long-term attention, the Counselor will monitor the student's progress. If an issue requires a depth of attention that cannot be handled in-house, the Counselor will refer the student to an appropriate specialist.

### The Advisory System

As soon as he enters Priory, each boy in the Junior School is assigned to an advisor with whom he will remain throughout seventh and eighth grades. Each advisor has approximately 7 seventh grade advisees, and 7 eighth

grade advisees. Advisors meet with their advisory groups each morning (other than Thursday) at the start of the school day for announcements, attendance, and general camaraderie. On Thursdays, advisory groups eat lunch together, and afterwards they participate in some type of group activity. These activities can be social or athletic and help solidify the relationship between the advisor and his /her advisees, as well as between the boys themselves.

The advisory system in the High School consists of 25 groups. Each group is composed of 12 to 15 students with approximately equal numbers from each grade level and an advisor. A boy remains in his advisory group until graduation. The advisor is the primary guide/mentor for the student in the high school years. The advisory group meets formally several times each week and the advisor confers with each advisee at least once per term. The advisors have received training and are able to refer students to and get advice from the School Counselor, and the College Counseling and Chaplaincy Offices.

### **Chaplaincy**

Chaplaincy undertakes the spiritual and sacramental formation of the boys of the Saint Louis Priory School. Its members are responsible for organizing School Masses, Prayer Assemblies, Penance Services, Community Service Projects, and Retreats/Days of Recollection. Chaplaincy seeks to foster the practice of the Catholic Faith and moral development of the school community. School Chaplains encourage members of the faculty and the student body to contribute to the events mentioned above in ways with which they are comfortable. Christ is at the center of our school. We seek to grow in our likeness to him and to help others do the same. **Chaplaincy Office:** Father Augustine Wetta, O.S.B., (314) 434-3690 Ext. 213.

### **Communication of Concerns or Complaints**

Even in a school like Priory, which prides itself on its “Benedictine family” atmosphere, there will arise misunderstandings or concerns. These generally are the result of miscommunication or lack of communication.

The first step in resolving concerns or complaints is to bring them to the teacher or the coach involved before anyone else is brought into the picture. Such concerns are best brought directly by the student, but parents may also need to consult with teachers or coaches at this stage. If the situation is not resolved at this level, then it should be brought to the attention of the student’s advisor, the academic department chair, or the head coach of that sport. If this does not resolve the problem, then the appropriate Division Director should be notified. At this stage, a written account of the issue is helpful so that adequate time can be devoted to its review. Finally, but only when each of the above steps has been taken, the problem can be brought to the Assistant Headmaster.

We respectfully request that you follow this procedure. It will allow you to take care of situations at the level which they arise and in a timely manner. If the situation is a true emergency, though, please feel free to consult the appropriate member of the administrative team at once. If it is not an emergency, and you do not follow this communication ladder, you will be respectfully asked to contact the suitable teacher, coach or director.

### **Child Protection Policy**

Saint Louis Abbey is committed to the prevention of sexual abuse of minors and to assist those who are affected by incidents of such abuse. The Abbey’s highest priority in these matters is the safety and the psychological and spiritual good of all minors for whom it is responsible.

Therefore:

- All complaints of sexual abuse of a minor will be responded to promptly.
- If a complaint is credible, the alleged abuser will be required to take immediate leave from any assignments which involve contact with minors.
- All the requirements of civil law will be complied with.
- All requirements of canon law will be complied with.
- Any victim of sexual abuse of a minor and the family of the victim will be attended to with compassion and assisted in obtaining counseling and medical care as may be needed.

- Any person with a substantiated charge of sexual abuse of a minor, whether in the present or in the past,
  - if a monk, will never again be assigned to any ecclesiastical ministry, or any activity whatsoever involving contact with minors
  - if an employee, will be terminated and never rehired.
- Within the confines of respect for the rights of all the individuals involved, the Abbey will communicate as openly as possible with the members of the community at large concerning such matters.

All members of the monastic community, and all employees and volunteers of Saint Louis Abbey, are expected to support and to comply with this policy.

Any complaint of sexual abuse of a minor, whether in the present or in the past, should be directed to the Headmaster, the Abbot, or Praesidium Incorporated, at (800) 743-6354. Praesidium Incorporated’s mission is to create safe environments that protect children, elderly, or vulnerable adults from abuse. This policy will be reviewed annually.

## **Disciplinary System**

### **Disciplinary Procedures**

Each student is expected to demonstrate a positive attitude and to conduct himself in a manner that respects the rights of others. A disciplinary structure is provided to help him achieve this and to grow in self-discipline.

Like the Monastery at the center of the campus, the School is a community. In order to live in a community, the monks make commitments of time and energy to one another. In order for the School to function as a cohesive community, students and faculty must make these same commitments to intentionally build strong relationships. As a member of the School community, each student is expected to take actions that build meaningful relationships with all members of the Priory family. Behavior that damages the community and those relationships will not be tolerated.

As a Benedictine institution, Saint Louis Priory School bases its discipline procedures on the Rule of Saint Benedict. In Chapter 2, Saint Benedict writes that an abbot must be “stern as a taskmaster, devoted and tender as only a father can be.” The faculty members of Saint Louis Priory School are committed to finding this balance between stern taskmaster and loving father when approaching matters of discipline. Discipline provides an opportunity to contribute to the formation of students. The goal of discipline, as the word’s etymological roots suggest, is instructive rather than merely punitive. The day-to-day moments of correction are formative ones for students.

### **Discipline through Communication**

Building relationships among the community requires effective communication. In the classrooms and in the hallways of Priory, teachers and students hold each other accountable for contributing positively to the life of the School. When a student behaves in a manner that damages the spirit of the School, the other members of the community must communicate with that student in order to repair the damage and make amends.

As part of the disciplinary procedure, teachers will make a special effort to establish communication with students, parents, and administrators. If a student is repeatedly misbehaving, teachers will first attempt to talk to the student and establish expectations about classroom behavior focused on a mutual respect. If that conversation is not productive, parents will be contacted and made aware of a boy’s misbehavior. If a conversation with the parents does not result in positive change, then the appropriate Division Director will initiate a meeting with the boy and his parents. This meeting will establish a course of action for the boy as well as outline more severe consequences if expectations are not met.

### **Ejection from Class**

The teacher is responsible for fostering in the classroom an atmosphere that is conducive to learning. Normally he/she handles disciplinary problems without resorting to dismissal from class. In case of a serious disciplinary

situation in which a student becomes uncontrollable, or is grossly disrespectful, he is sent directly to the Division Director. The penalty for such an ejection will, at the least, amount to a morning detention and a phone call to the boy's parents. Further punishment may be invoked. A boy who is ejected from class on multiple occasions will be placed on disciplinary probation.

#### **Unexcused Absence from Athletics**

An unexcused absence from athletics will result in a one-hour work detail assigned by the Director of the High School. Continued absenteeism may result in an "F" for the sport on the student's transcript and possible suspension.

#### **Dress Code Violations**

The dress code is an important part of the school environment. It provides a standard of appearance and dress to which we hold one another accountable. Violations of the dress code are damaging to the community, and a student who does not meet the school's standards will be referred to the Director of the High School or Junior School. Repeated violations will result in a work detail and disciplinary probation.

#### **Serious Disciplinary Matters**

Honor Code violations such as cheating, plagiarizing, copying work, lying, fighting, stealing, showing flagrant disrespect towards a person or another's property run contrary to the Christian values that the School tries to impart, and these actions will not be tolerated.

Matters which cannot be rectified through conversation or which, by their very nature, are serious should immediately be brought to the attention of the Director of the High School or Junior School. Boys are expected to cooperate in any investigation and to tell the truth. The Division Director will determine the next course of action and will inform the parents.

Students who witness or experience harassment of any kind, (verbal, physical, emotional), should immediately report it to a faculty member and it will be referred to the Division Director who will treat it as a serious disciplinary matter.

Some serious disciplinary matters in the High School will prompt the Director of the High School to call a session of the Student Honor Court. This group of students will hear testimony and recommend a punishment (such as work detail, detention, or suspension) to the Director, who determines guilt or innocence.

For violations of academic honesty, the determination of an appropriate punishment will account in part or in whole on the following: the grade level of the boy, the intent behind the violation, the type of assignment and its worth in the overall grade for the course, whether the violation was premeditated, whether the violation has been repeated, the gravity of the violation, and any particular circumstances peculiar to the boy or the violation. In conjunction with the punishment, the Director of the High School will counsel the boy and may mandate further professional counseling.

The power of expulsion is reserved to the Headmaster alone. In the case of a Junior School student, the Headmaster is advised by the Director of the Junior School and the student's advisor. In the case of a High School student, the Headmaster is advised by the Director of the High School, the Student Honor Court, and the student's advisor.

#### **Disciplinary Probation**

For serious disciplinary matters, or for repeated infractions in routine matters, the student will be put on disciplinary probation. This consists of a period of time, to be determined by the Division Director, during which the student reports at the end of each school day directly to the Director. During this time all privileges previously granted him are suspended. A letter from the Division Director explaining the probation will be sent to the parents and to the advisor. A student on probation is expected to show marked improvement in attitude and behavior

without further prompting from the faculty.

### **Suspension**

Students who commit an Honor Code violation or who have not shown marked improvement while on disciplinary probation risk suspension from the School. If needed, the Director of the High School or Junior School will communicate such a punishment to the student, his parents, and his advisor. If needed, the Director will arrange a meeting of all the parties with the Assistant Headmaster. While Detentions are taken care of in-house, Suspensions (for example, for an action involving physical violence) are served at home.

The length of Suspensions may last from one to five days. Suspensions become a matter of record and are noted in the student's file. Suspensions may also affect eligibility for awards within the School.

Readmission to the School after a suspension is on the understanding that further unsatisfactory behavior is likely to result in expulsion from the School. Grave abuse in any area noted under "serious disciplinary matters" is in itself grounds for expulsion from the School.

### **Expulsion**

A single instance of a grave abuse in any area noted under "serious disciplinary matters" is in itself grounds for expulsion from the School. For violations of academic honesty, a grave abuse would typically involve a premeditated intent to deceive on a major assignment or test or exam. One's involvement might be as either the principal agent or as an accessory. The gravest abuse would also involve a crime, such as theft or breaking and entering.

Usually, though, expulsion is reserved for incorrigible boys. Thus, readmission to the School after a suspension is on the understanding that further unsatisfactory behavior is likely to result in expulsion from the School. Once a boy has exhausted the normal disciplinary system, the Division Director would have no recourse but to recommend expulsion. It would be unusual for the Headmaster not to follow that recommendation.

### **Disciplinary Action and Student Transcripts**

The transcript is the official record of a student's performance at Saint Louis Priory School and as such is a key component of the college application packet. Insurance agencies, future employers, the military and other official agencies may also require the transcript for a variety of reasons.

Most disciplinary actions are not noted on a student's transcript. However, when a student infraction is serious enough to warrant an out-of-school suspension or dismissal from Saint Louis Priory School, there may be indications of such actions on the transcript. In the case of an out-of-school suspension, at the time of the disciplinary action the student and his family will be informed in writing of what, if any, indication will be included with the student's transcript information. If an out-of-school suspension becomes a matter of permanent record, the student is obliged to disclose that incident on college applications that request such disclosure. In the case of a dismissal from Saint Louis Priory School, the transcript will be marked with the statement "withdrew at the request of the school administration." There will also be a note sent with the transcript that indicates that appropriate interested parties may contact the Headmaster's office for any explanation that they may require. Only the Headmaster may discuss the dismissal.

### **Appeal**

In rare cases when a student believes that he has been punished unfairly, he may request consultation with the teacher regarding a clarification of the teacher's position. This consultation should occur outside of class time. Consultation does not consist of either argument or discourtesy. Students may also request consultation with the Director of the High School or Junior School. The Director will follow up reasonable appeals and report back to both the teacher and the student. Groundless or frequent appeals will result in increased punishment.

Reprimands and punishments are to be accepted by students as a legitimate function of all faculty members

together with any adult in a position of authority. The school reserves the right of final judgment in matters of student behavior. Students must remember that their behavior, wherever they are, reflects on their school as well as their family.

### **Tobacco, Drugs, and Alcohol**

Student possession and/or use of any tobacco products, including but not limited to e-cigarettes and vaping products, on campus or at any school-related activity is expressly forbidden. The first infraction will result in a four-hour work detail. A letter will also be sent to the parents warning that a second infraction will result in more serious consequences.

Possession and/or use of illicit drugs or alcohol is expressly forbidden. This is necessary to maintain an environment of learning and character building. Students possessing or under the influence of such controlled substances on campus, at a school-related activity, or at an activity sponsored by another school, will receive a serious sanction. This may be a recorded suspension or even expulsion from the school. Students providing such substances to others will be subject to similar consequences.

Whenever a school employee reasonably believes that this policy has been violated, a school administrator may conduct a search of school property, private vehicles on school property, or students and their backpacks, bags, coats and other items of personal property. The school administration may also require any student suspected of violating this policy to submit to a screening test at a testing center chosen by the school with the full report sent immediately to the school administration. Testing will be done at the expense of the parents, and parents will be notified of the test results. Refusal to submit to such a test will result in immediate disciplinary consequences.

According to MSHSAA guidelines, any high school athlete in the state of Missouri who is charged with an offense by the authorities, including one that involves alcohol, must be held out of interscholastic athletic competition until resolution of that charge occurs through the judicial process.

If a student has violated the tobacco, drugs, and alcohol policy and is allowed to remain in school, he and a parent will be required to meet with the School Counselor within a week of the offense. The student must submit to monthly drug testing - conducted by an accredited lab or doctor's office - for the balance of the academic year. The testing will be at the parent's expense. The test results will be shared with the School Counselor. The student may also be required to attend drug/alcohol counseling.

The school expects strong parental support of these guidelines in order to ensure compliance from their sons.

### **Junior School Disciplinary Procedures**

The Director of the Junior School is responsible for discipline in the Junior School.

Junior School students receive a demerit slip at the time of a minor infraction. One copy of this slip is sent to the Director of the Junior School, while the student is expected to take his copy home. A record of each student's demerits is kept. If demerits begin to show a trend of unacceptable behavior, parents will be informed and privileges may be revoked. In more serious cases, the Director of the Junior School will schedule a conference with the student and his parents.

### **Dances/Mixers**

School dances end by 10:00 p.m. for High School students and by 9:30 p.m. for Junior School students. Students and guests must wear appropriate attire as specified on the dance ticket. If a student or guest attends a dance in clothes deemed inappropriate by the faculty chaperones, he or she will not be admitted to the dance.

### **Vandalism**

Vandalism is the willful or malicious destruction or defacement of public or private property. It is against the law. Respect for property must be observed. It is the parents' duty to instill this in their children. Any student involved

in vandalism is considered as having violated the school's Honor Code.

### **Alcoholic Beverages**

Drinking or the possession of an alcoholic beverage by a minor is a misdemeanor under Missouri State Law. Parents are legally responsible. No one has the right to allow alcoholic beverages to be served, even in his own home, to other people's children under the age of 21. It is the duty of those hosting a party to take proper precaution that alcohol is not brought in. If it is, it is their duty to confiscate it. Possession or consumption of alcoholic beverages by students is expressly forbidden at all school functions.

## **Athletic Information**

### **Philosophy**

The athletic program is an integral component of the overall education and development of every student at Priory. By requiring significant participation, the program is designed to help each student discover and develop his God-given talents.

These specific objectives promote and support this philosophy:

- Provide, through the scheduling of interscholastic contests, a program of athletic competition.
- Expose young athletes to a wide variety of sports.
- Help the students reach their full physical and mental potential in sports.
- Foster a continuing interest in athletic activity for physical well-being and enjoyment.
- Educate students in the elements of respect and good sportsmanship.
- Encourage the development of the qualities of leadership, commitment, cooperation, and self-discipline.
- Gain recognition for the students and the school.
- Provide a way of bringing together the students, faculty, parents, and alumni in an atmosphere that will make the Priory family stronger.

### **High School Sports Requirement**

Athletics at Saint Louis Priory is part of the curriculum. Therefore, there is a sports requirement for each student.

All High School students must participate on a Priory sports team for two of the three seasons, at least one of which must be an interscholastic, competitive team. In place of participating in an interscholastic sport for one term, students can enroll in a physical education course (strength and conditioning or winter soccer), participate in the Priory winter musical or spring play, assist in the management of a team, or serve as the Sports Information Communicator for a sport. Additional exemptions related to activities not offered at Priory are not covered by the scope of this requirement are handled by the Director of Athletics, in consultation with the Director of the High School.

### **High School Sports Choices**

| Fall Season   | Cross Country | Varsity & JV        |
|---------------|---------------|---------------------|
|               | Football      | Varsity & B-Team    |
|               | Soccer        | Varsity & JV        |
| Winter Season | Basketball    | Varsity, JV, C-Team |
|               | Wrestling     | Varsity & JV        |

|               |               |   |
|---------------|---------------|---|
|               | Hockey        | Varsity & C-Team  |
|               | Indoor Soccer | Limited to those students who do not participate in Fall soccer at Priory. Satisfies Freshman sport requirement and Soph./Jr. PE requirement. |
| Spring Season | Baseball      | Varsity & JV  |
|               | Golf          | Varsity & JV  |
|               | Lacrosse      | Varsity & JV  |
|               | Rugby         | Varsity   |
|               | Tennis        | Varsity & JV  |
|               | Track         | Varsity & JV  |
|               | Ultimate      | Varsity   |

In place of participating in an interscholastic sport, students can assist in the management of a team for one season. In order to be a manager of a team, a student must have the permission of both the coach of that team and the Director of Athletics before the season begins.

Once a student signs up for a sport, he will not be permitted to change to another sport in the same season, unless he first receives the permission of the Director of Athletics, the coach of the sport he is changing to, AND the coach of the sport he is leaving. Such a change, except in unusual circumstances, cannot be made after a season has been in progress for two weeks.

Students who fail to fulfill sports expectations will be handled in the same way as students who cut classes. The first instance will result in a labor detail. If the problem persists, the student will likely be suspended. Suspensions in the junior and senior years are a matter of record and can have serious consequences. Failure to fulfill the sports requirement will also result in a "failure" being noted on the student's high school transcript.

Students representing Priory in interscholastic activities will display sound judgment, strong character, and good sportsmanship, while always showing respect to coaches, teammates, officials, opponents and fans. All students will work together to maintain the locker room and all other facilities in a clean and orderly fashion. Each student is responsible for the uniform and all equipment issued to him, and must maintain these items in good condition. The student will be financially responsible for loss or damage.

Physical education classes are held each season at a scheduled time during the school day for those students not participating in interscholastic sports. Participants are required to dress appropriately for physical education class (athletic shoes, shorts, t-shirts, etc.). Students will follow the program set up by the instructors of the physical education classes. Students who fail to meet the requirements of the physical education class will be handled in the same fashion as a student who does not meet the requirements of any academic class.

Students are encouraged to consult with the Director of Athletics regarding any problems, questions, unusual situations, or requests. It is most helpful to seek advice before the fact when possible. The goal is to have each student benefit from the variety of sports offered at Priory, enjoy the interscholastic competition, and contribute athletically to the school community.

#### **Additional Information on the High School Athletic Program**

Saint Louis Priory School is a member of the Metro League which includes John Burroughs School, Lutheran North High School, Lutheran South High School, Mary Institute/Saint Louis Country Day School, The Principia School, Villa

Duchesne, and Westminster Christian Academy.

Saint Louis Priory School is also a member of the Missouri State High School Activities Association (MSHSAA) which is the governing body for all high school athletics in the state of Missouri. Each year MSHSAA publishes the Official Handbook which contains the By-Laws under which each school must operate. Included in these By-Laws are the standards that must be met by each student in order to PROTECT HIS ELIGIBILITY to represent his school in interscholastic competition. The following is a summary of the MSHSAA rules regarding eligibility presented for general information. This summary is not all-inclusive, and does not replace the requirements as set forth in the MSHSAA Handbook.

**Citizenship** - Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. If a student misses class on the date of a contest without being excused by the school director, the student shall not be considered eligible on that date. If a student is absent from school due to illness, he must arrive at school before 12:30 p.m. and attend all remaining classes in order to be eligible that day.

A student who commits an act for which charges may be or have been filed by law enforcement authorities shall not be eligible until all proceedings with the legal system have been concluded and any penalty or special condition has been satisfied. All such incidents should be reported to the school director or athletic administrator immediately. Failure to report such incidents to the school director or athletic administrator can result in the student being ineligible for 365 days.

**Sportsmanship** - If you commit an unsportsmanlike act while participating in a high school contest, you will at a minimum be prohibited from playing in the next interscholastic contest.

**Academics** - A student must have earned, the preceding trimester of attendance, credit in 80% of the maximum allowable classes in which a student can be enrolled.

**Amateur and Awards Standards** - After entering a member school, you will become ineligible in the sport concerned if you receive cash or merchandise for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs.

You may accept awards - symbolic in nature, such as medals, ribbons, trophies, plaques, etc. - for participating in a school athletic program. However, if an award is to be presented by a person or group other than your school, your school director or athletic administrator must approve the presentation in advance and the retail value of the award cannot exceed \$100.

You may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.

**Non-School Competition** - You may not participate on a non-school team or in any organized non-school athletic competition and on your school team in the same sport during the same season. There are specific exceptions for golf and tennis.

You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of the school administrators.

You must receive approval in advance from your school director or athletic administrator in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.

Before you join a non-school team or enter any non-school competitive athletic event, your school director or athletic administrator should be consulted to make certain these standards are met.

**Sports Camps** - You may attend a non-school sponsored specialized sports camp during the school year provided it meets the strict MSHSAA guidelines. Before attending any specialized athletic camp, you should consult with your school director or athletic administrator to make sure the camp meets the criteria published in the MSHSAA Handbook.

**College Audition** - Under limited circumstances, you may participate in a college tryout or evaluation for a specific sport outside the school season of the sport concerned. You may not miss school time unless the absence is approved in advance by a school administrator.

**Physical Examination** – Every student must complete a physical examination each year before participating in athletics (practice or competition). An exam conducted after February 1 of the previous school year will satisfy this requirement.

### **The Junior School Athletic Program** (Grades Seven and Eight)

#### **Objectives of the Junior School Athletic program:**

- Promote a positive attitude toward athletic competition and physical fitness.
- Expose young athletes to a variety of team sports.
- Encourage an enjoyment of physical exercise and an attitude of good health.
- Educate the students in the elements of good sportsmanship.
- Introduce the students to the elements of team play and cooperation toward team goals.
- Teach the fundamental skills applicable to the various sports offered in the Junior School athletic program.
- Accomplish these specific objectives in a way that allows the students to have fun.

Junior School athletics are taught during the regular school day Monday through Friday. This gives the Junior School program full use of the athletic facilities and the opportunity to have many of the same coaches that work in the High School program.

The Junior School program is organized into three seasons, with different sports offered each season. At the beginning of each season the students are given the opportunity to pick the sport they want to stay with for that season.

|               |  |
|---------------|--|
| Weeks 1 - 10  | Students choose between cross country and football                       |
| Weeks 11 - 22 | Students choose among basketball, soccer, and wrestling                  |
| Weeks 23 - 32 | Students choose among baseball, track, lacrosse, and eighth grade tennis |

In addition to these sports, all students in the Junior School are given instruction in weight training during the course of the year. The program consists of proper use of equipment, the importance of safety precautions in weight training, and proper techniques in weight training.

When a student “chooses” a sport, he may, with the permission of the coaching staff, switch to another sport. For instance, a student who signs up for the 10-week football session may switch to cross country with the coach’s permission.

In the sports of basketball, baseball and eighth grade tennis, there are a limited number of spaces available.

Therefore, it is possible that not all students will be chosen to participate in these sports. A student who is not chosen for basketball may then choose between the soccer and wrestling squads. A student who is not chosen for baseball or eighth grade tennis will join the track program.

## Student Activities

### Fundraising, Student Activities, and Concessions

- There will be no fundraising project without the approval of the Headmaster and the concurrence of the Director of Development. All funds raised by projects will be collected, disbursed, and accounted for by the Business Office.
- All student activities will be funded out of the general revenues of the School. Each activity will prepare an annual budget for approval of the Director of the High School. All dues, advertising revenue, and subscription income will be delivered to the Business Office for deposit and recording.
- All campus concessions, soda machines and donut sales, will be the responsibility of the Business Office and all income and expenses generated by them will be handled by the same office.
- All agreements or contracts for the use of any of our campus facilities and buildings must be approved by the Director of Administration/Facilities. All revenues generated will be collected by the Business Office.

### Student Council

The purposes of the Student Council are “to promote the philosophy and objectives of the school, to encourage unity of purpose and spirit among the students and between the students and faculty, to act as a liaison between the students and the administration, and in general to provide representation and expression of the interests of the students.”

“The Student Council...initiates, organizes, and directs social events or activities which are conducive to the positive humor and vital atmosphere of the school.” It also raises money for the purposes of sponsoring social events, capital improvements in the school, and charitable contributions. The authorities, duties, and procedures of the Student Council are described in its constitution.

**Moderator:** Brandon M. McLaughlin, (314) 434-3690 x231, bmclaughlin@priory.org

### Election Procedures

“Election of members: The members of the Student Council shall be elected annually during the Spring Term the specific time and mode of election to be determined by the Student Council.” The election usually takes place in early April and is administered by the Form Sponsors. Students submit their names to their Form Sponsor for inclusion on the first ballot. A list of candidates from each Form is posted on the Student Council board at least one day before the election. Voting takes place by secret ballot online. Students in Forms II, III, and IV vote for three candidates, and students in Form V vote for five. The term of a member begins immediately upon his election. His term shall last until the new Student Council members for the subsequent academic year are elected.

“Election of members: The officers of the Student Council shall be elected in order listed by the Student Council at its initial meeting, upon a nomination and a second, by a secret ballot and a simple majority of the members present. The Faculty Representative shall preside at the election of all officers.” According to the constitution the President must be a member of Form VI.

All members of the Student Council should be in good academic and disciplinary standing with the school. “A member shall: attend the meetings of the Student Council, ascertain and express to the Student Council the concerns and opinions of the students in his Form, report to the students in his Form the business transacted by the Student Council, initiate and promote those matters which he thinks are in the interests of the students and the school, and perform all special duties assigned to him by the Student Council. Disciplining of members: The Student Council shall prescribe means to assist members in performing their duties; determine if a member has failed to perform his duty; and impose sanctions for such failure, not excluding expulsion from the Student

Council.”

### **School Organizations and Faculty Sponsors**

*Note: This list is not exhaustive. Some clubs and organizations will form and dissolve over the course of the year based on student interest.*

3D Printing Club..... Mr. Derek Ward  
Board Games Club ..... Dr. Andrew Davis  
Business & Entrepreneurship Club ...Mr. Gabe Santa Cruz  
Chaplaincy.....Father Augustine Wetta, O.S.B.  
Chess Club.....Mr. Timothy Bussen  
Classics Clubs .....Mr. Thomas Carroll  
Coding Club.....Mr. Ryan Niemann  
Community Service.....Mrs. Carrie Lane, Mr. Michael J. Nickolai  
Computer Club.....Mr. Andrew Erker  
Diversity Club..... Fr. John McCusker  
Fantasy Sports Club .....Mr. Michael Nickolai  
Food Club .....Mrs. Carrie Lane  
The Guild of Saint Columkille .....Mr. Ryan A. Niemann  
Ignotus Society .....Father Augustine Wetta, O.S.B.  
Investment Club .....Mr. Jason Getz  
Juggling Club .....Father Augustine Wetta, O.S.B.  
Junior Classical League .....Dr. Patrick Owens  
Mandarin Club .....Dr. PinPin Yu  
Mass.....Father Ralph Wright, O.S.B.  
Mock Trial.....Father Cuthbert Elliot, O.S.B.  
Model UN.....Mr. Ryan Niemann  
The Record (Student Newspaper) .....Mr. Tim Woodcock, Mr. Steve Oslica  
Respect Life Club..... Father John McCusker, O.S.B.  
Robotics.....Mr. Derek M. Ward  
Scholar Bowl .....Dr. Andrew Davis  
Sodality.....Father Aidan McDermott, O.S.B.  
Spirit Club .....Mr. Michael J. Nickolai, Mr. Tom Fiala  
Spiritual STUCO .....Father Augustine Wetta, O.S.B.  
Student Ambassadors .....Father John McCusker, O.S.B.  
Student Councils..... Mr. Brandon M. McLaughlin, Mr. William Bander  
Student Honor Court .....Mr. Michael J. Nickolai  
Tutoria .....Mr. Andrew Erker, Father Aidan McDermott, O.S.B.  
Tutoring .....Mrs. Becky Materniak, Mr. Michael J. Nickolai  
Video Game Club .....Mr. William Bander  
Vocal Music Club.....Mrs. Stephanie Allee  
Women’s Studies Club .....Mr. William Bander  
Yearbook .....Mr. Ryan A. Niemann, Mr. Steve Mamanella

## **Community Service**

The Rule of Saint Benedict:

“Renounce yourself in order to follow Christ (Matt 16:24); discipline your body (1 Cor 9:27); do not pamper yourself, but love fasting. You must relieve the lot of the poor, clothe the naked, visit the sick (Matt 25:36), and bury the dead. Go to help the troubled and console the sorrowing.” RB 4.10-18

“Great care and concern are to be shown in receiving poor people and pilgrims, because in them more particularly Christ is received.” RB 53.15.

### **For Juniors and Seniors**

Juniors and Seniors are required to donate forty hours of their time to community service. The requirement may be fulfilled during the summer, on weekends, or during the school year. Should they wish to use it, Juniors have a designated time slot for community service in their school schedule: Thursdays before their 10:23 a.m. class for two hours (8:15-10:15 a.m.) for two trimesters. Similarly, should they wish to use it, Seniors have a designated time slot for community service in their school schedule: Tuesdays after lunch for 1 ¼ hours (12:15-1:30 p.m.) for three trimesters. The service requirement should be fulfilled by May 1. The Presidential Service Award for 100+ hours of service requires documentation by March 1.

The student himself needs to secure placement at the community service agency of his choice. However, he should be sure to obtain written approval for that choice from Priory’s Community Service Moderator.

The student should document his service hours. When he completes his service requirement, a student must submit his running log of the dates and times using the x2VOL function of Naviance. As part of the form, a student must also submit contact information of the volunteer supervisor of any agency he has on his form. Students must also write a 500-word reflection on their volunteer experiences. Credit for community service is contingent upon the satisfaction of these requirements.

Generally, twenty of the forty hours must be directed towards those less fortunate. Senior Student Council representatives and Yearbook and Record editors may use their work for the School community to fulfill twenty hours of service.

Questions concerning community service requirements should be directed to Priory’s Community Service Moderator. Students who do not complete their service hours by the May 1 deadline will meet with the Director of the High School who will determine the appropriate course of action.

**[Examples of local organizations suitable for community service may be found on the school’s website.](#)**

This list is meant to be representative, not exhaustive. The organizations listed provide opportunities to serve people less fortunate. These organizations also comply with Catholic social teaching. In the St. Louis metropolitan area, there are many other fine opportunities for community service. Some students even elect a service project abroad. If a student needs help locating an organization suitable to his circumstances, he should seek assistance from the Community Service Moderator, the Director of Chaplaincy, or the Headmaster.

### **For Seventh Through Tenth Grade Boys**

Although no specific time has been set aside for younger students to undertake a form of service off-campus, it is hoped that they will avail themselves of the many opportunities to be of service to the school community here on the campus. It is each person’s campus for six years and everyone can help in different ways to keep it clean and tidy and to improve the facilities. Time and effort given to the running of the athletic program, tutoring of other boys, work in the Dining Hall, help with the liturgy, work in the Library - all of these are enriched when done in the spirit of serving others, and each student is enriched in the same spirit.

### **Retreats/Days of Recollection**

Retreats and days of recollection are offered through Chaplaincy. The retreat team consists of monks and lay faculty. Retreats are held off campus at a retreat center. Seniors and juniors have overnight retreats. Students in Form I and III make their retreat at Camp Ondessonk for three days and two nights.

### **Outdoor Program**

Learning about his environment, how to use and respect it, is an important part of a boy's education today. The opportunity for relating to his classmates in a different situation from the normal classroom is valuable. Students in Form I learn a lot about themselves as well, as they participate in a sequential, off-campus, outdoor retreat program at Camp Ondessonk. In the seventh grade, some elements of the individual and team challenges include ropes courses, vertical caving, and an introduction to orienteering. The boys are accompanied by faculty, upperclassmen, and camp counselors and are divided into groups of about 11 for the outdoor activities. The entire class comes together for meals and prayers.

## **School Facilities**

### **The Church**

The Church is the "House of God," a holy place. It should be remembered that the Blessed Sacrament is reserved there at all times. The Church is a place of prayer, both individual and communal, and an attitude of reverence and devotion should be present all the time. As a place of prayer, it is also a place of silence; if an individual needs to give someone a message, it should be done briefly and quietly. Everyone should maintain a respectful posture and bearing.

All students and faculty should enter quietly and go to their assigned places. Each person should remember to reverence the Blessed Sacrament in his customary way on entering and leaving the Church. Students should leave the Church quietly and in proper order, reserving talking until outside.

### **Participation**

Prayer is the directing of oneself towards God and a vocal expression of that is an integral part of the process of union with God. Individuals should respond clearly and with attention to the meaning of what is being said. While some people have better voices than others, all should support the singing as best as possible. When hymn books are used, they should be handled with due respect. During School Masses students should follow the instructions of faculty members.

The Church is always open as a place of private prayer and students are encouraged to take advantage of it (e.g., a few minutes after lunch, once or twice a week).

The Sacrament of Reconciliation is celebrated once a term by each Form. Knowing this will give students time to prepare for the sacrament which is an occasion for each person to reflect on the quality of his life. The priests in the monastery are available for individual confession and counseling; they need only be asked.

### **Classrooms**

Clean, well-kept classrooms benefit all in the community. Desks and other pieces of furniture are to be kept clean of markings. All food products are banned from classrooms, unless permission is granted by the Division Director. Bulletin boards and classroom decorations should be respected. Classrooms should be straightened and clean before teachers and students leave them.

Junior School students are not to bring book bags or sports equipment into the classroom, even when class is being held in the High School.

## **Locker Areas**

Every student is assigned a locker at the beginning of the year. Each student buys a lock from the Campus Store and is required to keep his locker locked when not in use. Locks other than those issued by the School are not to be used. In the event that a locker cannot be opened by a student, the Directors of the High School and Junior School have keys.

Students should keep all items not in use (books, bags, clothing, etc.) in their locker. Empty book bags and outerwear may be stored on the wheeled racks. Students are encouraged to lock their sports equipment in their gym locker before school begins. If they are unable to do so, they may leave these on the wheeled racks as well. The floor, benches and hallway should be clear. Individuals may decorate the inside of their locker provided the decorations are not offensive and can be easily removed without damage at the end of the year. Students are not to decorate the outside of their lockers. Each student is responsible for keeping his locker and the area around it tidy.

**Students should avoid bringing extraneous valuables to school. Any monies or items that are brought should be given to the Director of High School or Junior School for safe keeping. The school is not responsible for articles removed from unlocked lockers either in the school buildings or in the gymnasium. Students must not tell other students their lock combination.**

Damage to lockers, whether through negligence or willfulness, is a matter for restitution. Books, bags, shoes, or clothing left outside of the lockers may be claimed from lost and found or from the Division Director. The unclaimed items, will be donated to charity. Blazers left at the end of the year are recycled through the blazer exchange in August.

## **Library**

The Library provides students with materials which are intellectually honest and of acceptable academic standard. They represent many points of view found in the world at large and at the same time are specifically geared to support the curriculum of studies which Priory students undertake. These materials are diverse enough to accommodate the various abilities, needs, and levels of maturity found among the students, and thus provide an excellent resource for each student's ongoing growth and development.

The mission of the Library is to encourage students to develop the knowledge, skills, and confidence needed to navigate the abundance of information.

We provide conditions that foster:

- An efficient library that is flexible and responsive to students' needs;
- An atmosphere of inquiry, encouraging information access;
- A program consisting of the skills needed to efficiently and effectively access, extract, synthesize, and present information;
- A high expectation of students' success in using information;
- A diversity of information technologies to allow for different learning styles and abilities;
- A habit of life-long learning, intellectual curiosity and reading.

To achieve these goals, Saint Louis Priory School provides students, faculty, and the monastic community with a wide range of resources:

- Diverse print collection of more than 70,000 books
- Media collection of more than 800 DVDs and VHS tapes in all subject areas
- 50 magazine and newspaper subscriptions
- Library catalog accessible online and through smart phone/tablet applications 24 hours a day
- 35 full-text databases (which can be accessed from the library webpage with the 14-digit library barcode)
- Ebrary digital research library
- Laptop, tablet computers, and e-readers available for checkout

**Library Hours:** Monday through Friday, 7:00 a.m. to 4:00 p.m.  
(Except for Tuesdays during faculty meetings, when the Library is closed from 7:55 to 8:50 a.m.)

### **Rules of good conduct**

In the Library, classroom rules apply. Students should:

- be doing something productive and doing it in a way that allows others to be productive;
- be respectful of other people and their property, which includes the physical facilities of the Library;
- not eat or drink in the Library;
- leave book bags in the lobby of the Library;
- only use electronic devices for academic purposes.

The same rules apply in the Computer Lab. Any playing of games or fantasy sports is prohibited. When a student leaves the Library, he should return all magazines and push in his chair. Students in grades 7-11 must bring a Library pass when coming from a class or study hall. If the student returns to study hall, a member of the Library staff will sign the pass. Classes and study halls held in the Library are supervised by a faculty proctor.

Students should enter and exit through the main Library doors only; the doors at the south end and the exit in the Computer Lab are solely for emergency use.

The decision as to what is proper conduct always rests with the Library staff or Library proctor. Individual students will be allowed to use the Library as long as they demonstrate a responsible attitude, appropriate behavior, and are in good standing in regard to overdue Library materials. Failure in this regard will result in disciplinary sanctions, including revoking Library study privileges.

### **Checking out Library materials:**

All items removed from the Library must be checked-out at the circulation desk. Library books have a three-week due date. A book may be renewed for an additional three weeks as long as no other requests are held for the item. Current magazines and reference books may not be taken from the Library. Overnight or reserve books must be registered and returned by 11 a.m. the following day. Return books and magazines in the drop box located at the circulation desk. In any event, Library material should be returned as soon as possible. Overdue notices will be distributed periodically by the Library staff. When such a notice is received, please return the materials immediately.

### **Dining Hall**

All students are expected to attend lunch in the Dining Hall at the appropriate time. Lunch is provided by the school in a cafeteria-style setting. Each student should proceed in an orderly fashion through the various serving lines. Students should take onto their tray only the food they can reasonably consume. Additional helpings are usually available. Above all, the wasting of food should be avoided.

Students are free to select those classmates with whom they wish to lunch. Conversations should be in a moderate voice and the noise level should be comfortably low. Each student is responsible for his own place. At the conclusion of the meal, all trash and food materials should be placed on the tray. Chairs should be pushed back under the tables. Students are required to bring their trays to the dishwasher window. Recycle bins are available for paper products and food. Plates, glasses, and silverware should be placed in the appropriate locations. At all times students should conduct themselves according to the standards of good manners and gentlemanly behavior. Food service workers should be respected and obeyed. A student who fails to behave appropriately should expect to be disciplined. Parents will be contacted if the matter is serious or if the student fails to respond to corrections.

Students are free to supplement their lunch with food from home. Any student who wishes to do so should seek approval from the Division Director, who will determine where the food should be stored. The Student Council, Advisors, Class Sponsors, or Club Moderators will periodically make arrangements for special lunches and they will

inform the lunch room staff well in advance. Seniors in good standing have off campus privileges which allow them to eat out. The specifics of this privilege are under the direction of the Director of the High School and the Senior Class Sponsors.

### **Food Policy**

Students are not to consume food or drink, other than water, in the school building, except in the following circumstances:

- Students may order food to be delivered to campus with the permission of their advisor (for advisory lunches), or their club moderator. The appropriate faculty member needs to inform the Division Director.
- Normally food days should occur outside the school buildings. Advisory groups and faculty-sponsored clubs may use their designated meeting space to hold food days when weather is inclement. In the Junior School, food days should occur in the Dining Hall or outside. If the food day occurs inside the building, no food is to be served or eaten outside of the designated space. Faculty and their group members are responsible for seeing that the meeting space is tidied and cleared of all waste.
- Official school functions (i.e. plays, parent evenings, social events, etc.) sometimes have refreshments. Those who are in charge of these functions will be held accountable for seeing that all waste is removed from the building and the affected areas are cleaned.
- Students are not to be served food or candy in classrooms by any faculty member without specific permission from the Director of Junior School or the Director of the High School.
- All food sold in the Campus Store is to be consumed in the Campus Store garden or in the alcove immediately in front of the Campus Store.
- Students are NOT to bring any weight training supplements on campus.

In all situations students are expected to treat the buildings and grounds with respect and police themselves. Students who do not do so will be assigned work details on campus.

### **Gym Complex**

It is everyone's responsibility to keep the gym area and locker rooms neat. It is everyone's responsibility to follow the guidelines established for the gym complex in order to keep the facilities and equipment in the best of shape and to enjoy these facilities safely. This means using good judgment and following the guidelines that have been established. Above all, be responsible!

- In order to keep the mud, dirt, snow, and outside debris more manageable, athletes should normally enter and exit the gym from the **west side**. Athletes are not to exit from the east doors as an "easy" way to get to the football field, track, cross country course, etc.
- For the protection of all the playing surfaces, it is important that **indoor gym shoes be worn at all times** in the basketball gym, racquetball/squash courts, wrestling room, and running track. Do not wear shoes with black soles.
- Running track: Junior School students are allowed to enter the running track **only** under the supervision of a coach. All students must use good judgment when on the running track. The running track is meant to be used for running/jogging **only**. Students should not climb on rails, play with any athletic equipment, shoot baskets, disturb practices, or engage in any horseplay on the running track. Please follow the directional running signs.
- Racquetball/squash courts: For safety reasons, it is absolutely essential that anyone playing racquetball/squash wear protective glasses. Only two individuals are allowed on a court at one time. Court time must be reserved in advance. It is expected that the courts will be used for the PE squads from 3:15 p.m. until 4:15 p.m. daily.
- The south stairwell is to be used for emergencies only. All exit doors on the south side of the gym are to be used for emergencies only.
- Students are required to have locks on their gym lockers and to place all valuables inside their locked lockers.

Respect for guidelines and policies is needed from all. Maintaining the gym complex requires the cooperation and discipline of all the students. Any minor incidents of abuse of property, or disregard for guidelines of the gym complex, will result in demerits and work details.

### **Off Limits Areas of Campus**

The Priory campus extends over approximately 150 acres and contains many areas of woodland, playing fields, monastic enclosure, and school buildings. It is our hope that all students and faculty will enjoy the beauty of nature and the facilities on our campus while respecting certain designated areas as restricted to specific personnel. The following areas are off-limits to students unless they are accompanied by the person responsible for that area:

- The Monastery Cloister and the main Church sacristy
- The Dining Hall and the kitchen outside of regular dining hours
- The coaches' room in the gymnasium and the sports store
- The computer room and all of the offices in the Junior School
- All of the offices, the faculty room, and Administrative Assistant areas in the High School, as well as the computer labs and science labs unless admitted by a faculty member

The Music Room and the Kevin Kline Theatre are available only with the permission of the music faculty member or the Head of Fine Arts.

If a student should need to make a phone call, he may use the courtesy phones located at the reception desk in the High School and in the Director's Office in the Junior School. Cell phones and other electronic devices are covered by the Electronics Use Policy highlighted on pages 10-13 of this Handbook.

## **Emergency Procedures**

### **Fire**

When the fire alarm sounds, exit quickly according to the map in the room and in good order. The last person out should close the classroom door.

#### **Junior School**

- Students exit in an orderly fashion by following the diagrams in each room.
- Assemble by room on the Switzer House field and wait quietly for roll to be taken.

#### **High School**

- Students exit in an orderly fashion by following the diagrams in each room. Use the main exits and assemble on the West parking lot for roll call according to Form groups. Class sponsors are in charge, but teachers need to take roll.
- Leave the area around the affected building clear for the Fire Department.

### **Tornado**

Upon notification by an administrator, teachers will lead their students to safety. If an outdoor tornado warning siren is heard and the sky looks threatening, safe shelter should be sought. Students should crouch down, cover their heads, and remain quietly in these areas until the "all clear" has been given.

#### **Junior School**

Students will be moved out into the middle hallway and down to the lower level.

#### **Science Wing**

Room 400 exits through the hall to the Science Wing restroom. All other 400 rooms exit through the main hallway and head to the northeast fire stairway. Students sit on every other step, three to a step, and also occupy the landings. Move all the way up the stairway to the top landing to start.

### **High School**

Students in the lower classrooms (100s) will proceed into the lower locker area to sit facing the lockers to the west. Students in the upper classrooms (200s) and those in other areas of the building will congregate in the Library lobby and music room areas to sit and crouch. Classrooms 300 and 301 move to the upstairs boys' restroom. All other 300 rooms move to the southeast stairway. Boys and proctors fill the stairway and landings from the bottom up, three students on every other step. The lobby women's restroom will accommodate female faculty and staff who are not supervising students.

### **Gymnasium**

Students will be led to the basement of the Multipurpose Gym.

### **Other Areas**

Students should move to the nearest restroom or inner office.

### **Earthquake**

If indoors, get next to a desk, table, or counter. If such is not available, move to an inside wall away from windows and bookshelves; kneel alongside wall with head close to knees; cover side of head with elbows; use notebooks or jackets to shield the head from flying glass and debris. In science labs, turn off any burners before taking cover; move away from lab stations to minimize danger from chemicals, gas lines, etc. Do not attempt to leave the building you are in at the time of a quake.

If outside, move to an open space away from buildings, trees, power lines, etc. Lie down or crouch close to ground.

Once the first signs of rumbling and shaking occur the bell will be rung and the command "Drop to the ground and cover your head" will be given to students. Students should position themselves under their desks, pews, benches, or tables and hold on. When the shaking has ceased, students will evacuate the building to the field east of the High School or southwest of the Junior School. The class sponsors will take roll.

### **Armed/Hostile Incidents**

Shelter in place if immediate evacuation is not possible or if location of threat is unknown. Evacuation may also occur at the direction of emergency personnel.

### **Suicide Prevention Protocol**

#### **Informed of Risk**

When faculty or staff become aware of a student who is at risk for suicide, he or she will immediately inform the school counselor and/or administration. The informed faculty/staff member will provide details as to why the student is at risk, including reason for referral, warning signs and risk factors. This student will be provided with constant supervision and escorted to the school counselor or administrator's office.

#### **Assessment of Risk**

The counselor and/or administrator will complete a suicide risk assessment to determine the level of risk. A safety plan will be made with the student. The safety plan will be reviewed with parents/guardians upon arrival. Parents and student will be given a copy of the safety plan to provide to an outside physician or qualified mental health professional conducting the psychological or mental health assessment. A copy of the risk assessment as well as the safety plan will be kept in a confidential file in the school counselor's office.

#### **Parent Contact**

Parents will be contacted by School Counselor and/or administrator to inform them of the suicide risk. School Counselor and/or Administrator will review the Emergency Notification Form. An Emergency Notification Form will be completed and signed by a parent/guardian. In signing this form the parents/guardian are acknowledging that they understand that their son may be at risk for suicide. Parents are agreeing to provide constant supervision for

the student until he is able to be assessed by a physician or other qualified mental health professional. The parents/guardians are agreeing to have the student evaluated by a physician or other qualified mental health professional. This form will be kept in a confidential file in the school counselor's office.

**Reentry**

The student must receive a psychological or mental health assessment by a physician or other qualified mental health professional to return to school. This professional must provide clearance that the student is safe to return to school in writing and this must be given to the school counselor/administrator before the student can return to school. This letter must include a recommendation that the student is safe to return to school. A copy of this letter will be kept in the student's confidential file in the school counselor's office. A release of information will be obtained from the parent/guardian to speak with the professional completing the mental health assessment.