

Saint Lawrence Seminary

Student Handbook

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A. PATRONS, FOUNDERS, & SYMBOLS

St. Francis of Assisi (1182 –1226) is one of the most popular saints in the Catholic Church. As a young man, Francis was a popular leader among his friends in the small town of Assisi, Italy. He dreamed of becoming a knight. However, the crucifix in the broken down San Damiano church said to him, “Francis, repair my house which is in ruins.” At first, Francis thought that God wanted him to fix up the chapel itself, which he did. But later on, he realized that God wanted him to reform the entire Catholic Church. St. Francis loved all of God’s creatures – that’s why his statue is sometimes seen on birdbaths. However, the main idea in his life was to follow Jesus. He did this by helping those who had been forgotten by society like the poor and the lepers. He followed Jesus so well that, at the end of this life, he was given the stigmata, the wounds of Christ imprinted on his own body.

The Capuchins In 1528, 300 years after the death of St. Francis, some Franciscans felt that the ideas of St. Francis were being forgotten, so they founded the Capuchin Franciscan Order. The Capuchins wanted to reform the Order by living more simply, serving the poor, and preaching the Word of God as St. Francis had done. The Capuchin Order began in Italy, but it spread to nearly every region of the world. Today it has about 11,000 members, making it one of the largest religious orders in existence in the Catholic Church.

The Patron St. Lawrence of Brindisi (1559 –1619) entered the Capuchin Franciscan Order when he was only 16 years old. By the time he died on his sixtieth birthday, he had accomplished many things. As a scholar, he was good at languages – he studied the Bible using the original texts. But his skill in languages also came in handy when the Pope asked him to travel to several foreign countries as a peacemaker. In keeping with the Franciscan tradition, he was always concerned with the ordinary people, and he was eventually elected the Minister General of the Capuchins. With St. Lawrence as its leader, the Capuchin Order grew rapidly. St. Lawrence died in Lisbon, Portugal, on one of his peacemaking trips for the Pope. St. Lawrence is a “Doctor of the Church.” His feast day is July 21.

The Founders In 1856, two diocesan priests from Switzerland – Fr. Francis Haas and Fr. Bonaventure Frey – admired the Capuchins so much in their homeland that they wanted to establish the Capuchin Order elsewhere. Mt. Calvary, Wisconsin reminded Francis and Bonaventure of Switzerland, so they settled there. The first few years were difficult, but eventually the small community grew with new members. St. Lawrence Seminary was opened in 1860 (as “The Convent Latin School”) and continues in existence today as the largest residential high school seminary in the United States.

The School Colors Brown and Gold are the St. Lawrence Seminary school colors. The brown is taken from the color of the Capuchin Franciscan habit worn by the friars and the gold is the color that adorns the flag of the Catholic Church.



The School Seal and Motto

The phrase *Celsitudo ex humilitate* is the motto of St. Lawrence Seminary that has been incorporated into the school seal. Used to describe St. Lawrence of Brindisi, *Celsitudo ex humilitate* can be literally translated as “To the heavens out of our humility” or more poetically as “To the heights, from the depths.”



The Mascot

St. Lawrence Seminary's co-curricular teams are known as “The Hilltoppers.” Inspired by the Swiss origins of our Founders and the beautiful hill of Mount Calvary on which St. Lawrence is located, the Hilltopper exemplifies the goal of our co-curricular teams to always strive to reach the top, to be the very best, all the while recognizing that the summit of a mountain is rarely reached alone.

The Alma Mater

Raised atop a lofty hillside,
Arched against the blue;
Stands our noble Alma Mater
Glorious to view.

LOVE HER SPIRIT HOLD IT EVER
LET OUR LIVES PROFESS,
WE ARE LOYAL SONS OF CALVARY
HILL OF HAPPINESS.

Though sweet memories are shadowed
Of our joyous past,
Beams shall linger of her portals
Cherished to the last.

LOVE HER SPIRIT...

Student Handbook – St. Lawrence Seminary – August, 2006

Seniors only:

**Though approaching graduation
Bids us all farewell,
We shall never 'er be parted
While fond mem'ries dwell.**

LOVE HER SPIRIT...

Midst her walls still echo footsteps
Guided to their aim.
All who tread her halls so stately
Ever love her name.

LOVE HER SPIRIT...

B. PHILOSOPHY OF ST. LAWRENCE SEMINARY

St. Lawrence is a school, an institution and a community. St. Lawrence is a school because it has students and has developed educational, academic goals and objectives and the means of realizing them. St. Lawrence is an institution because student and staff life is organized around principles and rules, which are intended to promote specific goals and objectives. St. Lawrence is a community because its purpose extends beyond the provision of academic instruction and the maintenance of necessary order to include the comprehensive personal formation, growth and development of staff and students. Many of these, i.e., all students and the majority of staff, live on campus twenty-four hours a day.

The overriding purpose for St. Lawrence's existence is to promote, foster, and live principles and values announced in the gospel of Jesus Christ and articulated in the Catholic Church. All members of the community are expected to cooperate with this purpose by accepting the promotion of the reign of God as the essential priority of the school worked out in the present historical/cultural context. This priority flows more directly from some areas of the school/institution/community than from others. Academic activities, for instance, or some student activities, can have a legitimate secular purpose as their immediate end. However, ultimately, all areas of participation should contribute in some way, directly or indirectly, to the overriding purpose described above.

St. Lawrence is especially directed toward implementing and/or nurturing gospel values within high school age Catholic adolescents. The school/institution/community has, as part of the concrete implementation of its purpose, the preparation of adolescents for active ministry in the Catholic Church. Therefore, the program includes a place for those adolescents who are interested to whatever degree, in becoming priests or religious.

St. Lawrence recognizes, accepts and depends on the presence within itself of Jesus Christ, the risen Lord. Without His presence and the subsequent and continuous outpouring of the Spirit, the above-mentioned main purpose could not be accomplished or even successfully pursued.

C. MISSION STATEMENT

St. Lawrence has existed, since its founding in 1860, as a school for the formation of Catholic high school and college youth interested in pursuing a vocation to ministry in the Catholic Church, primarily in the priesthood. As the understanding of ministry has grown within the Church, the school has historically adjusted its purpose to respond to the various ministerial needs of the Church and society. Underlying the school's philosophy is the conviction that the primary obligation of all Christians is to witness to gospel values in that life vocation to which God calls them. Combined with this belief is the additional conviction that such values are not only the path to eternal salvation and union with God for each individual but also the only real remedy for the ills of the human community. Therefore, the staff of St. Lawrence wishes to promote and foster these values in themselves and in the adolescents who enter into and participate in the life of the community.

St. Lawrence is a boarding school. Therefore, its life embraces the total life of the students. Students at St. Lawrence are accepted as active inquirers who desire to develop their capacities to think and to learn. All programs in which the students are involved—academic, social, spiritual, physical and vocational—should be inspired by and directed in some manner to the implementation of gospel values. The seeds of gospel witness, which are planted and/or fostered in St. Lawrence students, will bear fruit in their lives when they take their place as active ministers of this gospel in the larger community. Their lives will promote not only their own salvation but also that of others and be a source of healing and growth in the human community. Both students and staff members should enter and remain at St. Lawrence because: 1) they recognize the goals and life of the community as not only compatible with but also as supportive of their personal development and their commitment to understand and live the Gospel of Jesus Christ, and 2) because they are willing to make the sacrifices that are demanded in order to absorb, nurture and witness to these values.

D. OBJECTIVES OF ST. LAWRENCE SEMINARY

1. To achieve the order which promotes tranquility within the school.
2. To insure an academic curriculum which provides the tools for pursuing a career in post-secondary schools.
3. To reinforce the facility of thinking and behaving which allows for continual and deepening participation in the Catholic Church.
4. To promote an internalization of the Catholic Church's moral and ethical values which will motivate the students' behavior after they leave St. Lawrence.
5. To promote growth in the self-discipline, which enables the making of life choices, which go beyond the self-aggrandizing norms of much of modern society and which foster a gradual awakening of service to and sacrifice for others.
6. To achieve a level of human social growth which enables students to delay immediate gratification of personal desires.
7. To nurture an awareness of and relationship with Jesus Christ which find expression in the understanding and implementation of Gospel values as the norm for our activity.

E. STUDENT RIGHTS

1. St. Lawrence Seminary admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.
2. Each student has the following rights as a member of this seminary

- community. These rights flow from the seminary's philosophy and objectives.
- a. to receive all reasonable assistance in the process of Christian growth
 - b. to receive a quality education
 - c. to be treated by staff and fellow students with dignity and respect
 - d. to receive consistent and fair treatment in relation to school policies and expectations
3. St. Lawrence Seminary does not tolerate sexual abuse, hazing or bullying whether perpetrated by adults or students.

II. SPIRITUAL GROWTH AND DEVELOPMENT

In these areas there are opportunities provided and activities required that are planned for the growth and development of the students.

A. SPIRITUAL FORMATION

1. Prayer and Worship
 - a. Eucharist
 - b. Morning and Evening Prayer
 - c. Sacrament of Reconciliation
 - d. Private Prayer
 - e. Other prayer opportunities, both individual and communal
2. Spiritual Direction

Seniors, juniors, and sophomores are expected to engage in individual spiritual direction minimally one time each quarter.
3. Retreats

The seminary provides an opportunity for each class to experience a yearly retreat. This time of reflection and prayer is led by an experienced director. Juniors and seniors leave the campus for their retreat; freshmen and sophomores remain on campus.
4. Confirmation Preparation for juniors who have not yet been confirmed.

B. MINISTRY REQUIREMENTS

1. Apostolic and Social Requirements
 - a. Freshmen: The main focus of the ministry for the freshmen is the Weekend Visitors program. All freshmen will help with the program. Freshmen are required to complete a minimum of five hours of ministry.
 - b. Sophomores: Sophomores are required to complete a minimum of ten hours of ministry during the year. One ministry project must be off-campus.
 - c. Juniors: Juniors are required to complete a minimum of twenty hours of ministry during the year, either at the seminary or at one of several different social service programs off-campus. Half the ministry hours must

be served off-campus.

Summer Youth Mission Trip: Juniors are able to apply to work on a SLS sponsored Mission Trip in late May and early June. These mission trips are opportunities to work with some of the very poor in northern Mexico, Appalachia, the Indian Reservations in Montana or one of the central city areas of the Midwest. The participants share the cost of the trip with the seminary.

- d. Seniors: The seniors have an important responsibility among the students to lead fraternities and supervise work crews. In addition, seniors are required to complete a minimum of thirty hours of ministry during the year, either at the seminary or at one of several different social service programs. Half the ministry hours must be served off-campus.

An important aspect of the senior ministry requirement is that seniors meet with one of the ministry staff members to evaluate/reflect on their ministry experiences once per semester.

Each student is required to complete some ministry activity during each summer.

2. Liturgical Ministries:

Each student will participate in liturgical ministries at St. Lawrence Seminary. Training for participation and preparation in the various ministries is assigned by grade level.

- a. Lectors: All seniors will receive training to be ministers of the Word for Eucharistic liturgies and prayer services. Students will be given their assigned readings several days before they are ministers of the Word and are required to practice with an adult supervisor before they read at liturgies.
- b. Intercessions, Acolytes & Gift Bearers: Juniors prepare and lead the General Intercessions, Sophomores serve as Acolytes and the Freshmen bring up the Gifts at Mass.
- c. Ministers of Hospitality: Juniors who volunteer are educated to serve as Ministers of Hospitality at liturgical celebrations. The ministers greet visitors at the door, provide assistance when necessary, and take up the Sunday collection.
- d. Ministers of Communion: Seniors who volunteer are given instructions necessary to serve as Ministers of Communion. The ministers distribute the consecrated bread and wine at Mass and may, on occasion, bring communion to the sick.
- e. Cantors: Cantors are selected from those choir members who volunteer and receive training for this ministry. Cantors lead the assembly in song at liturgical celebrations.
- f. Instrumentalists: These students play musical instruments at liturgical celebrations.

III. STUDENT SERVICES

A. INDIVIDUAL GUIDANCE ACTIVITIES:

1. Students may meet with the Guidance Director. Parents or staff may also initiate such a meeting. The Guidance Director will either conduct the counseling sessions or make a referral. The law requires that the school's staff report to proper legal authorities any suspected cases of child abuse or neglect.
2. Students must attend a workshop that addresses:
 - Recognizing the threat of physical, emotional, verbal or sexual abuse.
 - Knowing what to do if one is not feeling safe.
 - Learning the skills to report any abuse or suspected abuse to a trusted adult.
3. When an off-campus referral is made for professional services, prior written parental approval will ordinarily be obtained.

B. STUDENT HEALTH CENTER

1. All health care requiring the services of health personnel off-campus is arranged through the Student Health Department.
2. Parents making medical or dental appointments for students must notify the nurse as soon as possible before and after the appointment is made. The nurse will then notify the appropriate people to excuse the student from class and leave campus. Normally, these appointments should be made when the student is home.
3. When a medical judgment indicates confinement to bed, the student will usually be placed in the health care center.
4. Students who are assigned times to receive medications and fail to comply will be reported to the Dean of Students.
5. Students are not allowed to keep prescriptions, over-the-counter medications, vitamins, and/or supplements in the dormitory or on their person without the permission of the nurse. A supply of commonly used over-the-counter medications can be obtained through the nurse or dorm supervisors; therefore, all of the above are to be sent directly to the Student Health Center.
6. A fee for transportation to and from appointments is charged to the student's account.
7. Bills for medication, examination, treatment and consultation from medical facilities and personnel outside the seminary will be sent to the parents.
8. If a student receives medications while at home, the parents or student must notify the student health department.
9. Emergency care is always available for the students. Established Student Health Department hours will be published and posted. Except in emergencies, students are normally not to go to the Student Health Center when expected elsewhere.

C. STUDENT BANK

1. The Student Bank receives students' deposits and disperses withdrawals. The service is provided as a protection so that students do not need to keep large sums of money on their persons or in their dormitory. The bank is open daily.
2. Each individual is to be given privacy when conducting a bank transaction. Therefore, only one individual is permitted at the window at a time.
3. A deposit or withdrawal slip must be completed for each banking transaction. The completed slip, legibly signed, is to be brought to the window.
4. No student may withdraw more money from his account than he has on deposit. Any student who experiences an emergency cash need should see the Rector.
5. No student may withdraw money from another student's account. Students may not give their withdrawal or deposit slip to another student to make the transaction.
6. No student may have in his possession more than \$10.00 in cash. All excess money should be deposited in the student bank. If the bank is not open, dormitory supervisors will hold money until the bank opens.
7. Students may not lend more than \$10.00 at a time to another student.

IV. ACADEMIC REQUIREMENTS AND EXPECTATIONS

A. GRADUATION REQUIREMENTS

TOTAL CREDITS REQUIRED – 24

1. Of the credits needed for graduation, the following are the State of Wisconsin requirements:

| | |
|-------------|---|
| 4.0 credits | English, including writing and composition |
| 3.0 credits | Social Science, including state and local governments |
| 2.0 credits | Mathematics |
| 2.0 credits | Science |
| 1.5 credits | Physical Education |
| 0.5 credit | Health education, taken from 7th to 12th grade |

2. In addition to the requirements of the State, the following are requirements of the Seminary.

| | |
|-------------------|---|
| Religion | Each semester, appropriate to the grade level. Religion requirement applies to years in Catholic high school. |
| Freshman Guidance | Two semesters for incoming freshmen. |
| Keyboarding | One semester ordinarily in freshman year |

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| Computer Applications | One semester ordinarily in sophomore year |
| Music | One semester either music theory or music appreciation. |
| Humanities | One semester either classical or post-classical humanities. |

3. Usually, the required courses are taken at the time indicated below. However, with the consent of the Academic Dean, they may be taken in a different year. Specific seminary course requirements may be waived for transfer students.

Freshmen: Religion; Physical Education; English; World History; Freshman Guidance; a mathematics course (usually Algebra); a science course (usually General Science); a semester of Keyboarding. In addition the student is able to choose an elective from the Foreign Language or Technological Education departments.

Sophomore: Religion; Physical Education; English; a semester of American Government; a semester of U.S. History; a mathematics course (usually Geometry); a science course (usually Biology); a semester of Music Theory or Music Appreciation; a semester of Computer Applications.

Junior: Religion; Physical Education; English; United States History; a semester of Health. In addition two credits must be taken from the Foreign Language, Science or Mathematics departments.

Senior: Religion; Physical Education; English; a semester of Humanities. In addition one credit must be taken from the Foreign Language, Science or Mathematics departments.

Vacation Reading: Students have some required reading assignments over the summer and Christmas breaks.

Drivers' Education: Drivers' Education is a non-credit course for Juniors and Seniors offering classroom instruction on Sunday nights and behind-the-wheel experience.

B. COLLEGE PREPARATION

1. Since St Lawrence Seminary has, as part of the concrete implementation of its purpose, the preparation of adolescents for active ministry in the Catholic Church, its academic curriculum reflects a strong bias toward college preparation.
2. The student will be expected to pursue a college preparatory course that will include as a minimum:

| | |
|--------------------|---|
| 4 credits | English |
| 3 credits | Mathematics at or above the level of algebra |
| 3 credits | Natural science, with at least one lab science required |
| 3 credits | Social science and history |
| at least two years | A single foreign language |
| Various | Other electives from appropriate academic areas |

3. Certain colleges and universities may not require particular courses (foreign language and higher level math) for admission. Even in these cases, however, the student may satisfy part of the college degree requirements by carrying these courses in high school. A student who is contemplating a particular college should also investigate the CLEP or similar programs in that institution, to see if he may be qualified to take tests through which he may earn advanced college placement and/or college credit.
4. Several upper level courses are offered for dual credit with Marian College. Any student who meets the academic requirements established by that college may enroll and receive college and high school credit for the course. The Academic Dean of the seminary assists any student who wishes to take part in this dual registration process. Tuition fees are to be dealt with by the college and the parents of the student who chooses this option.

C. CLASS DAY AND COURSE LOAD REQUIREMENTS

1. The school follows a seven period class day, with two additional study hall periods. The periods are forty-five minutes in length. Band and Chorus are offered during the 5th and 9th periods, and do not constitute part of the course load requirement.
2. All freshmen, sophomore and junior students are expected to carry a full class load. The only exceptions to this are those students who are advised by the Rector or the Academic Dean to lighten their academic load for academic or personal reasons. Seniors have the option of choosing a study period during one of the regular seven class periods. If they exercise this option, they are limited to one course in the technological department. If they carry a full load, they may elect two such courses.

D. PROVISIONS FOR GRANTING CREDIT

1. The seminary has elected the Carnegie Unit as its ordinary means for granting credit. According to national norms, a Carnegie Unit is the amount of credit given for the successful completion of a course that meets 40 minutes daily, five days per week, for at least 36 weeks, or the equivalent amount of time within the school year. The equivalent time is 120 clock hours. The seminary may grant credit by means of "credit by examination" in exceptional cases. In this case, the credit is given on a performance basis by means of approved examinations covering the content ordinarily included in a regular school course in the subject. Such credit will be awarded on a Pass - Fail basis.

2. The seminary does not offer summer school courses for credit. It does accept summer school credits earned in other accredited high schools, provided that these are not courses specifically required for seminary graduation, and that permission of the seminary's Academic Dean has been obtained in writing before enrolling in any other school for a course that is being transferred into St. Lawrence Seminary. This permission is never granted to avoid taking a class at St. Lawrence Seminary.

E. GRADING AND GRADE POINT AVERAGE

1. The seminary uses the alphabetical grades "A" to "F", with pluses and minuses, on a 4 point grading system: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. The points are added for each class and the total is divided by the number of classes to arrive at the Grade Point Average (G.P.A.).
2. A minimum acceptable achievement is a "C" average, or a 2.00 grade point average on the 4-point scale. A student must earn at least a "D-" in order to receive credit for a course.
3. Several courses are on a Pass-Fail grading system, with pluses and minuses. These classes include Physical Education, Band and Choir. These courses do count for graduation, but they are not included in the Grade Point Average of the student.
4. A mark of "I" or "Incomplete" is given only in exceptional circumstances approved by the academic dean. After returning to school, the student who has received an "I" has a maximum of five days to finish the incomplete work. Incomplete work that is not completed is automatically recorded as a zero in the student's quarter or semester grade average. The circumstances that allow for the mark of "I" include serious illness, which prohibits the student from attending classes for five days or longer, or/and emergency situations that cause him to be away from school for an extended period of time.
5. Report cards are distributed to the students and their parents each quarter by the Rector. In addition to the quarterly mark, a semester mark is given which determines the over-all grade for the course. At each of the four mid-quarters, an additional assessment is made by the faculty of the students' progress. Students who have not performed to a minimum of a "C-" level and the parents of those students are notified at mid-quarter concerning the lack of progress.
6. Grades of Ds and Fs are reported at the mid-quarter and at the end of the quarter. Special programs are in place in which a student must participate if he has two Ds or an F. The student will remain in the appropriate program until the next quarter report. At that time, if he has no Ds or Fs, he will be removed from the special program. In some special circumstances, the Academic Dean may keep a student in one of these programs even if he has no Ds.

F. ACADEMIC PROBATION

The normal criterion for academic probation is a GPA lower than a 2.00, two D's (of any kind) or one F in a marking period. A student is ordinarily placed on probation

at the end of a quarter or semester. Both the parents and the student are notified in the case of academic probation.

G. HONOR ROLL

The Honor Roll is determined at the end of each quarter. Students qualify for the Rector's List Honor Roll if they have a Grade Point Average of 3.75 to 4.00. They qualify for the Dean's List Honor Roll if they have a Grade Point Average of 3.50 to 3.74. The parents of the students receive notification of this honor. In addition the names of the students are listed on a special honor bulletin board.

H. DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

1. The valedictorian and salutarian of the graduating class shall be determined by the grade point average, carried out to the third decimal place, at the end of seven semesters of high school work. In case of a tie in the grade point average, the highest composite score in the ACT test taken prior to the end of the seventh semester shall break the tie.
2. In order to qualify for these honors, a student must have completed five or more semesters of his high school work at Saint Lawrence Seminary. The grades that are not on a pass/fail grading schedule shall be used to determine the grade point average.
3. Only those grades that have been earned while a student at Saint Lawrence Seminary shall be used to determine that average.

I. NATIONAL HONOR SOCIETY

1. The local chapter of the seminary's Honor Society is affiliated with the National Honor Society of Secondary Schools. The Rector annually appoints a Chapter Advisor, who may serve consecutive terms. The Rector has the right to approve all activities and decisions of the chapter, which extends to the selection and dismissal of members.
2. The Rector also appoints five voting faculty members who along with the non-voting sixth member, the Chapter Advisor, comprise the faculty council. The faculty council meets to select and consider non-selection, dismissal and other actions.
3. Membership is an honor bestowed upon a student. No student has a right to be selected for membership. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. The selection of each member to the chapter is by a majority vote of the faculty council. Candidates must have been in attendance at the seminary for one semester.
4. The local chapter considers only juniors and seniors for membership. The minimum requirement is a cumulative grade point average of 3.30. The faculty council may change the required cumulative grade point average according to the norms of the Society.

5. While the academic criterion is important and is considered first, membership is not on the basis of grades alone. Three other criteria are used, namely leadership, service, and character. a) Leadership roles can be exercised in terms of offices the student has held in school and in other organizations, and also leadership that exists outside elected positions. b) Service can be defined in terms of the value of contributions the student has made to school, classmates and community, and the student's attitude toward service. c) Character encompasses such things as cooperation with school administration, honesty, reliability, truthfulness, courtesy, and respect for others. Students who have been on probation or who exhibit negative behaviors are considered poor membership risks. The faculty council may conduct a survey of academically eligible students to obtain information regarding service and leadership activities. Such a survey is not an application for membership and does not guarantee selection.
6. If a student or parent inquires about non-selection to the Rector, and if they believe that some kind of technical mistake has been made, they may ask the faculty council to reconvene to review the situation. The National Council does not review the judgment of the faculty council regarding selection of individual members to the local chapter.
7. The Chapter Advisor or the Rector notifies those students selected. An appropriate induction ceremony is held annually.

J. COURSE SCHEDULE AND COURSE CHANGES

1. Each student has the ultimate responsibility for his schedule. The Academic Dean will assist him in this effort. The teacher recommendations and the talents and needs of the student will be considered before final approval.
2. A student who wishes to change an approved course selection after the "add / drop" period during the first few days of the semester has passed, must seek written approval of the teacher(s) whose classes will be affected and the Academic Dean. The approval is not ordinarily given because of low grades alone.

K. TESTING PROGRAM

Each year, the seminary offers a series of tests. They are given in October; the exact date is dictated by the PSAT nationwide testing date. One of the major purposes of the testing program is to provide teachers, parents and students with information to aid student learning. The results of all such tests are given to the students as a useful tool for planning future educational priorities.

Freshmen: ITED -- THE IOWA TEST OF EDUCATIONAL DEVELOPMENT.

This is a high school achievement test that is utilized to assess intellectual skills that represent the long-term goals of secondary education. The critical thinking skills of analysis and evaluation are key components.

Sophomores: PLAN

This test measures academic development, helps identify career interests and assists students in preparing for the ACT (AMERICAN COLLEGE TEST).

Juniors: PSAT -- PRELIMINARY SCHOLASTIC APTITUDE TEST.

This test measures general verbal and mathematical reasoning abilities.

The results can be used:

- To help select a college
- To enter scholarship competition conducted by the National Merit Scholarship Corporation
- To prepare for the regular College Board Test known as SAT 1

College Testing:

- a. Most colleges suggest or require some form of a college admission test. The two most commonly recognized forms are the AMERICAN COLLEGE TEST (ACT) and the SCHOLASTIC APTITUDE TEST (SAT 1). Students should check with the college(s) they are considering and take the test the college recommends. Most Wisconsin schools require the ACT.
- b. Students are encouraged to take the ACT and/or SAT 1 examination at the end of their junior year or in the fall of their senior year.
- c. U.S. students should arrange the ACT/SAT test to take place during the summer between their junior and senior year of high school. The school counselor can provide the students with the test dates and locations near their own home.
- d. The Seminary provides transportation to a Fond du Lac college for ACT/SAT testing during the fall semester of each academic school year for U. S. and international students who are seniors. Those who have not yet taken the ACT/SAT test or who wish to retake a summer test may do so at that time.
- e. Students wishing to take the ACT/SAT at other times and at other test sites must confirm this with the Guidance Counselor prior to registration.
- f. Some international students may also be required by colleges to take TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE). It measures the ability to understand North American English. International students are able to obtain more information from the school counselor concerning the dates and locations of this test.

L. ACADEMIC HONESTY AND CHEATING

Cheating is an extremely serious matter. Students are expected to maintain academic honesty in their studies.

- a. Cheating on tests:
 - i. Looking at one's own notes, another student's notes or other materials during a test is unacceptable.

- ii. Getting answers from someone else during a test or giving answers to someone else is unacceptable.
 - iii. Students are not to offer or request questions and/or answers regarding tests/quizzes from one another prior to everyone having taken the test/quiz.
- b. Cheating on homework:
 - i. A student may not copy another's work or do another student's homework for him.
 - ii. Students are to take their own notes in each class.
 - iii. Students may help one another by helping the person figure out the problem for himself, giving hints, and asking questions, but not by giving answers.
 - iv. No student should give a photo copy or computer printed copy of notes to anyone without the permission of the instructor of the class.
- c. Using a computer to print homework:

In order for a student to hand in a paper with his name on it, he must have typed the paper into the computer himself, unless he has made prior arrangements with the instructor.
- d. Plagiarism:
 - i. Students may not plagiarize. According to Webster's Dictionary, to plagiarize is to "steal and pass off as one's own the ideas or words of another." Whenever directly quoting, paraphrasing, rearranging words, or using synonyms to present material taken from a newspaper or magazine article, encyclopedia, book, Internet material, etc., students must give proper credit to the author.
 - ii. Students may not copy any copyrighted material unless permission has been obtained from the publisher.
- e. Proofreading of class material

Outside of class, staff and peer proofreading may be done by having the student read the section aloud, giving hints, and asking questions, but never by crossing out the student's mistakes and writing in the correction.

V. EVALUATIONS AND CONSEQUENCES

Each area of the school has rules that provide for good order. Students will be taught these rules and are expected to follow them at all times.

The Dean of Students will keep individual records on the behavior of each student. This is to ensure that fairness and good record keeping have been maintained when discussing a student's behavior at school with the Rector, parents or the student.

A. PROFILE OF A STUDENT AT ST. LAWRENCE SEMINARY

1. He is kind and respectful toward peers, staff, and faculty, and uses good social skills.
2. He is honest and truthful.
3. He participates in the program at St. Lawrence Seminary.
4. He has good personal hygiene.
5. He accepts correction well.
6. He is willing to lend a helping hand to others.
7. He tries to make this a pleasant living environment by his presence.
8. He is growing in maturity and cultural sensitivity.
9. It seems as though the foundations for ministry are being taken seriously by him.
10. He uses his academic talents and maintains at least a 2.0 GPA.

B. SOCIAL SKILLS

1. Courteous behavior and good social skills are expected at all times. (See appendix for social skills)
2. Students will greet others in an appropriate manner and hold doors open for each other, faculty, staff, and visitors.
3. Faculty and staff members are to be addressed as Mr., Mrs., Miss, Ms., Dr., Sister, Brother, or Father. ("Coach" is acceptable in an athletic context.)
4. Students are expected to shower daily and after athletic/recreational activities, to practice proper oral hygiene, and to launder clothing and bedding as necessary.

C. HONOR CODE:

St. Lawrence Seminary exists as a center of Christian experience. The community at St. Lawrence recognizes the importance of safeguarding and respecting the dignity of all individuals so that they will grow in an environment conducive to Gospel values.

The Honor Code forms a contract among the student, his parents, and the St. Lawrence Seminary community that emphasizes promises and understandings that are of importance to a successful relationship. (For the text of the Honor Code, please see the appendix).

Each student at Saint Lawrence Seminary, upon signing the Honor Code, promises not to steal, not to possess banned materials, to demonstrate academic integrity, to use the internet resource for only appropriate purposes, and to demonstrate Christian character of respect and responsibility for persons and property. Furthermore, each student agrees to help remind his fellow students of the Honor Code that exists at Saint Lawrence Seminary and/or to assist proper

school authorities to enforce this code. Breaking of the Honor Code will lead to significant consequences and in some cases a student will be subject to possible dismissal.

D. MEANINGFUL INVOLVEMENT

Each student must be actively involved in an area that goes beyond the expected spiritual, academic and residential life activities. The involvement may include co-curricular activities, band, choir, student council, publications, National Honor Society, spiritual life committee, etc. Students unable to be involved will be assigned to an alternative involvement to be completed during that specific quarter. A student may propose his own alternative involvement. The nature of the involvement, the faculty or staff supervisor and the times for completion are to be submitted to the Dean of Students for approval.

E. POSITIVE REPORTS:

The diversity of our student population and the interactions at a boarding school challenge each of the students on a daily basis. Observations of exemplary community building efforts as observed by the faculty/staff are recorded on the appropriate form and submitted to the Dean of Students office for processing and as behavioral criteria for nomination of a quarterly Community Builder Award (CBA).

1. Criteria for Community Builder Award (CBA):
 - a. GPA for the quarter is 2.00 or greater
 - b. No more than two negative incident reports (none of which resulted in community service hours or detentions)
 - c. Positive influence on classmates
 - d. Meaningful and consistent involvement in the seminary program throughout the quarter
 - e. Approval of the Dean of Students, Academic Dean, and Rector
2. Extrinsic Awards for Community Builder Award (progressive)
 - a. One quarter: A soda and sundae and subtraction of one minor negative incident report for the next quarter.
 - b. Two quarters: A soda and sundae plus a free mall trip and subtraction of one minor negative incident report for the next quarter.
 - c. Three quarters: A soda and sundae plus a pizza and a free mall trip and subtraction of one minor negative incident report for the next quarter.
 - d. Four quarters: A soda and sundae plus a pizza and a T-shirt.

Each student who earns the community builder award will receive a certificate, and a letter will be sent to his home, recognizing the positive contribution he made to the community.

F. NEGATIVE REPORTS:

If faculty/staff members or peers observe a student's behavior that is contrary to SLS rules and/or social skills, they are asked to confront the student whenever

possible. Depending on the nature of the incident, a faculty/staff member will instruct the student on the expected and appropriate behavior and then assign him an appropriate consequence. It is the student's responsibility to accept the feedback and consequences without question.

The faculty/staff member will then record the incident on the appropriate form and submit it to the Dean of Students. If the faculty/staff member, the Dean of Students or the student believes that further action is necessary, a meeting will occur.

When assigning consequences in response to an infraction of a rule, St. Lawrence Seminary authorities take into account the many factors that make each student and each situation unique. For this reason, the fact that a certain type of problem has been handled in a certain way in the past does not necessarily mean that what seem to be similar infractions will merit exactly the same consequences. Each situation is unique, and the details of any one case are not always publicly known.

1. COMMUNITY SERVICE HOURS:

A CSH is an assigned one-hour period of work time that is issued by the Dean of Students for a single incident or an accumulation of rule violations or inappropriate behaviors. The CSH is to serve both as a reminder of inappropriate behavior and as a demonstration of the student's willingness to contribute in a positive way to the school community. Past due CSH(s) will result in consequences in addition to the completion of the pending CSH(s).

2. DETENTION:

A detention is a period of three hours on Sunday afternoon. During this period, a student is to sit quietly and reflect in written form on his inappropriate behavior and the expected appropriate behavior of a student. Detention reflections addressed to parents/guardians will be mailed home.

3. PROBATION: (BEHAVIORAL, ATTITUDINAL)

A student may be placed on probation for disruptive and/or uncooperative behavior or poor attitude. This student has created doubt about the feasibility of his continued presence at St. Lawrence.

| | |
|--------------|---|
| Level I: | Doubt due to inappropriate behaviors. |
| Level II: | Doubt due to continued inappropriate behavior and/or the severity of the incident(s). |
| Attitudinal: | Doubt in meeting expectations of the Student Profile. |

- a. A student placed on probation must see and meet with his assigned probation advisor within 24 hours of being placed on probation.

- b. The student has 48 hours to turn in his probation contract signed by the student himself, the Rector, the Dean of Students, his Dorm Supervisor, and his Probation Advisor.
- c. While on probation the student will serve five detentions and complete five community service hours.
- d. A student on probation will arrange and meet weekly with his Probation Advisor. The purpose of these meetings will be to review his progress in fulfilling the probation contract and to be challenged regarding specific behavioral and attitudinal problems.
- e. Before each meeting with his Probation Advisor, the student will briefly meet with his Dorm Supervisor to discuss his behavior in the dormitory.
- f. If a student fails to respond positively to this probation program, the student may be dismissed.
- g. An application for removal from probation is submitted by the student to the Dean of Students at the end of the ninth week.
- h. Special arrangements may be made for students who cannot complete the probationary period during the school year. A student on probation may be restricted from participating in some special activities, e.g., running for or holding elective office, etc.

If the Rector judges it necessary for the good of the whole community, he reserves the right to dismiss a student at any time, regardless of whether a student has been placed on probation or not.

G. PEER MEDIATION:

If faculty/staff members or students observe an incident(s) that has the potential to escalate to more negative behaviors, they are to refer the incident to the Dean of Students for possible peer mediation. (Mediation issues may include rumors, baiting, inciting, name-calling, racial tensions, relationships, property loss or damage.)

Disputants' agreement to participate in the mediation is voluntary. Mediators are trained and under the guidance of the Dean of Students. A peer mediation agreement is to be developed by the disputants and facilitated by the peer mediator. Disputants and mediator are to sign the agreement.

The Behavioral Incident chart in the appendix outlines evaluations and consequences.

H. QUARTERLY EVALUATIONS

Since one of the school's purposes for existence is to provide preparation for ministry in the Church, it is necessary that the faculty/staff engage in the evaluation of the students. While these evaluations may in particular cases be conducted at any time during the school year, they are school-wide at the end of each quarter. These evaluations attempt to measure the students' success in

fulfilling the school's objectives and the student profile.

First, Second and Third Quarter Evaluations:

Significant observations and data are recorded and kept for reference during these quarters; recommendations for assistance and remedial activities may be made at this time. Parents will always be notified concerning serious matters and are encouraged to request interviews with the Rector or other faculty/staff members regarding evaluations.

Fourth Quarter Evaluations:

At this evaluation an additional focus is added. The question of the student's return for the next year will be addressed. This judgment is made on an individual's overall growth at the seminary. A student whose lifestyle and accumulated successes show reasonable progress will be invited to return.

Juniors to Seniors:

In making a determination whether or not to invite a Junior to return as a Senior, particular consideration will be given to his perceived willingness and ability to assume responsibility and leadership in the various areas of the school as well as to be a good sponsor for a Freshman and role model for the underclassmen in general.

I. OPEN CAMPUS

Open Campus is a privilege that may be granted to seniors. Open Campus provides seniors with an opportunity to freely move around the campus during assigned study hall time. However, if seniors are to attend study hall due to teacher absence, they must remain in study hall if an assignment/test is to be completed during the study hall period. Seniors will forfeit Open Campus privileges if they are on academic probation or if they have received a D or F.

VI. GENERAL EXPECTATIONS

Behaviors and possessions are to reflect the gospel values espoused in the Mission Statement, Philosophy, Objectives, and Profile of a Student of St. Lawrence Seminary.

A. BANNED

1. Behavior:

- a. **Vandalism:** A student may be dismissed for intentional destruction of property. The parents and/or student will be required to make monetary restitution. (The Dean of Students will assess breakage that is deemed unintentional, accidental, or related to the age of materials for appropriate consequences.)
- b. **Stealing:** Stealing is unacceptable behavior. A student who steals will be subject to the provisions of the honor code. Any misuse of

- telephone calling cards or other telephone fraud is considered stealing.
- c. Gestures and Language: Vulgar, obscene, or gang related language, gestures, or symbols are unacceptable.
 - d. Hazing: All forms of hazing are prohibited. Hazing includes any behaviors that are humiliating, dehumanizing, or painful to a fellow student.
 - e. Promiscuity: In light of the Catholic tradition and teachings regarding human sexuality, sexually promiscuous conduct is considered a very serious matter. Any student who is involved in sexual promiscuity will be asked to leave the seminary program.
 - f. Baiting, inducing, inciting, intimidation, bullying, and harassing: These behaviors include any attempt by words or actions to lead another student into inappropriate behaviors (for example, name calling, inappropriate joking, gossip, rumors, etc.).
 - g. Fighting (physical contact)
 - h. Viewing movies on personal equipment.
 - i. No student should apply for a credit card, or sign up for any service without receiving permission from their parents, and school administrators.
 - j. Gambling for money or items of significant value is prohibited

2. Materials:

Belongings that a student brings to St. Lawrence Seminary or that he has in his possession are subject to inspection by school authorities. Possessions that are dangerous, against the rules or the values of St. Lawrence Seminary will be confiscated and destroyed.

- a. Alcoholic Beverages
- b. Illicit Drugs: Seminary authorities may require a drug test (testing for alcohol and/or illicit drugs). This decision will be made for the safety and well-being of the student(s) and community.
- c. St. Lawrence Seminary has a zero tolerance policy with regard to alcoholic beverages and illicit drugs. Any student transporting to the seminary, possessing, or consuming alcoholic beverages or illicit drugs will be dismissed.
- d. Tobacco Products
- e. Pornographic Materials
 - i. These materials include, but are not limited to, the following:
 1. Any material (tapes, CDs, DVDs) which is marked with a "parental advisory" sticker.
 2. Any inappropriate material (e.g. burned CDs, posters) that exploits human sexuality, depicts violence, or is vulgar or dehumanizing.
 - ii. Each student is responsible for the materials he brings to St. Lawrence. This responsibility extends to downloading, sharing, or possessing any inappropriate computer files. Ignorance of the contents of a CD, magazine, computer file, etc. is not an excuse. Burned CD's must be labeled with a list of their contents.

- f. All R rated videos and DVD's ("M" rated video games must be approved by the Dean of Students)
 - g. Weapons
 - h. Candles, matches, lighters, incense burners, fireworks, and fire of any kind.
 - i. Laptop computers (except for seniors who must keep them in St. Francis Hall)
 - j. Handheld computers (unless special permission is granted)
 - k. Electronic communication devices (pagers, cell phones, etc.) are not to be possessed or used by students.
 - l. Hand held game devices (PSPs, etc.) and console type game devices (Playstation, Playstation 2, X-Box, Game Cube, etc.) are banned items for Freshmen and Sophomores.
 - i. Juniors & Seniors may have the above in the dormitory for use from 4:00 PM - 5:00 PM daily and from 6:00 PM Friday until 6:00 PM Sunday.
 - ii. These items are to be registered with the Dean of Students, inscribed and held by the Dorm Supervisors at night, including weekends.
 - iii. No personal electronic equipment may be used to watch movies, DVDs, TV programs, etc.
 - iv. Students on Academic Probation or in the Breakfast Club are restricted from playing video games.
 - m. Games: Board, card, and video games contrary to the values of the seminary are unacceptable
 - n. Appliances: microwave ovens, refrigerators, heaters, etc. Students are not to have cooking appliances except for rice cookers that are to be used in a designated area (i.e. canteen).
 - o. Laser pointers and similar devices
 - p. Body building supplements without the permission of the nurse.
 - q. Chlorine bleach for laundry (color safe bleach is permitted).
3. Areas (off limits to students without specific permission):
- a. Cemetery
 - b. Friary
 - c. Guest House
 - d. All garages
 - e. Kitchen
 - f. UPS Room
 - g. All mechanical rooms
 - h. Computer server room
 - i. Weisbrod Conference Room
 - j. St. Mary's Meeting Room A
 - k. Service tunnels
 - l. Storage areas
 - m. Roofs of all buildings
 - n. Fire escapes

- o. Below the hill after supper (“below the hill” means farther down the hill than the upper diamond and tennis courts)
- p. Area immediately north of the friary by the garage doors
- q. Area behind bus garage
- r. Area immediately west of St. Thomas Hall
- s. Basement of main building (except to go to a classroom)
- t. Other areas as announced

B. DAILY LIFE

1. Health, Safety, and Good Order

- a. Students should become aware of the fire exits and instructions in the areas they are using. All students are to respond immediately to a fire alarm and evacuate the building.
- b. At no time should there be pushing, hollering, or running in the buildings. Separate rules may apply for recreational areas.
- c. Throwing objects near buildings or in the main areas of the campus is forbidden. These objects include snowballs, baseballs, footballs, Frisbees, etc. Throwing objects near or toward buildings, on walkways, roadways, or in the chapel courtyard is forbidden.
- d. Students are not to litter. Paper, aluminum cans, etc. are to be put into their proper receptacles.
- e. Books, book bags, etc. are not to be left in areas where vehicles are driven, on stairs, in stairwells, or where they could cause a hazard.
- f. Anything that is broken or damaged, intentionally or unintentionally, should be reported immediately.
- g. Wrestling and other physical contact between students is to take place only in approved athletic/recreational programs, facilities, and under the proper supervision.

2. Fraternities

The students are assigned to fraternities consisting of between ten and twelve students. The core of the fraternity is the Seniors and the Freshmen they sponsor.

- a. Fraternities sit together in chapel.
- b. Liturgical ministries are assigned by fraternity.
- c. Fraternities take turns leading the community in prayer on Saturdays.
- d. During the second semester, fraternities gather to pray together.
- e. Every three tables in the dining room is a combination of two fraternities.
- f. Winter Carnival and Field Day involve competition by fraternities.

3. Work Crews

Each student at St. Lawrence Seminary is given work assignments. Work crews instill responsibility within the students. Furthermore, they reinforce the fact that each student receives a sizable reduction in tuition. Each student will be required to work a minimum of 3 hours per week in doing the job he is assigned. It is the student’s responsibility to acquire adult supervisor permission for all absences or to arrange for the necessary substitutions.

4. Dress code/Hair Code (Please see appendix)

5. Language

In order to facilitate exchange among the students, English is used in all the public areas at SLS. English is also used whenever a linguistically mixed group of students is gathered. At other times and in other places on campus or in language learning situations, it is acceptable to use other languages. When visitors are present, we show respect by using the language with which they feel most comfortable.

6. Electronic Equipment

- a. Audio equipment must be kept and used in the dormitory. Its use will be subject to the guidelines established in each dorm. Expensive systems should not be kept at the seminary. There is not adequate room for large systems nor the constant supervision needed to protect expensive systems.
- b. Electronic listening devices (IPODS, Discmans, etc.) in general are only be used in the dormitories. A student may not wear headphones or be "plugged in" to any music device outside of the dorm.
 - i. Headphones may be used in the computer lab during non-school hours when necessary for school work or listening to news broadcasts.
 - ii. Headphones may be used when traveling on charter transportation.
 - iii. Headphones may be used when traveling to and from sporting events. They must be kept on the bus during the events.
 - iv. Headphones may be used in the study halls outside of formal study halls.
- c. All students must register any calculators, video games, or portable electronic equipment (IPODS, etc.) with the Dean of Students as a security precaution. Inscribing is available and strongly recommended.
- d. Video cameras must be left with the dorm prefect and the following guidelines apply:
 - i. Videotaping of public events is allowed with permission.
 - ii. Video cameras must always be visible, obvious, and never hidden.
 - iii. Those who do not wish to be photographed or videotaped should not be.
 - iv. No videotaping is allowed in bathrooms, locker room and other private areas.
 - v. Videotaping in dorm is only allowed under the supervision of the dorm supervisor.

7. Musical Instruments

Musical instruments are normally stored and played in music rooms. Before using an instrument in another area, proper permission must be obtained.

8. Keys

Some student jobs require that a student be issued a key. The use of that key for any purpose other than that for what it was issued is prohibited. Allowing another student to use an issued key can only be done with the

permission of the adult supervisor.

9. Vehicles

- a. Bicycles may be used on the grounds of the seminary. They are to be used with common sense that provides for the safety of the riders and the pedestrians. Students may not use bicycles after supper.
- b. When bicycles are used off-campus, permission must be obtained.
- c. When bicycling, students must follow all the Wisconsin Rules of the Road, including riding in single file with the traffic and using appropriate hand signs to signal turns, etc.
- d. Bicycles must be locked to the bike rack when not in use.
- e. Students must follow the instructions of the Director of Student Activities for winter storage of their bicycles.
- f. The use of roller skates/blades, skateboards, and sleds is permitted; however, they may be used only in specified areas.
 - i. Skateboards should be checked in and kept with the Student Activities Director.
 - ii. Students can check them out when they wish to use them.
 - iii. Skateboarding is only allowed in back of the gym or outside the game room.
 - iv. No skateboarding down any hill.
 - v. No skateboarding after dark.
- g. Students may not use or possess the following:
 - i. motor driven vehicles
 - ii. scooters

C. THE OUTSIDE COMMUNITY

1. Boy-Girl Relationships

Students should develop healthy boy-girl relationships over the summer months under the guidance of their parents or guardians in their communities. The nature of a boarding school demands that some limitations be set regarding student contact and relationships with girls. Therefore, school events such as sports, plays, etc., are not to be used to promote boy-girl relationships. Steady relationships with girls in the local area will be discouraged. If there are concerns regarding relationships that develop at the seminary, the seminary administration will discuss these concerns and the possible ramifications with the student and his parents.

2. Leaving the Campus (Please consult chart in the appendix)

a. Permissions granted by:

| | |
|--------------------------|----------------------------------|
| Short term | Rector or assigned administrator |
| Long term | Rector |
| Sundays | Rector or assigned administrator |
| Seminary sponsored event | Activity Sponsor |

b. Long term absence

Arrangements for long-term absences should be made in consultation with the Rector. Parents who wish to take their son out of the seminary for a family celebration or other event are to contact the Rector. The following are the occasions when permission is ordinarily given: funerals, weddings, Confirmations, First Communion, Baptisms, or graduation of members of the immediate family, silver or golden anniversaries of parents and grandparents.

Permission is not ordinarily given for other occasions; however, consideration will be given for special circumstances. Also, seniors who demonstrate a sincere interest in visiting a formation program for vocational decision-making should consult with the Rector. This opportunity is also available to juniors if the visit can be accomplished without missing classes.

Seniors who can demonstrate a need to visit a college campus for interviews and/or testing should arrange this through the Guidance Director once they have obtained permission from the Rector to be away from the seminary. It is expected that these needs will ordinarily be provided for during the holidays listed in the school calendar.

c. Sundays

A student may leave campus in the company of his parents after the morning Liturgy. He is expected to return by 7:15 PM. Permission to leave is given by the Rector or, in his absence, by his delegate.

If invited, a student may also leave with the parents of another student provided the seminary has received permission from his parents and he has the Rector's approval. Parents provide this permission on the "permission form".

d. Traveling in cars

The usual approved vehicles are those driven by parents or guardians, brothers and sisters out of high school, faculty, staff, or a vehicle chartered by the school. Permission to leave campus and travel in any other vehicle will not be given unless special circumstances arise. In addition, students will ordinarily not be given permission to ride in a car unless the driver is at least 21 years old.

3. Visitors

- a. Sundays are the usual visiting day. Family members are welcome to visit on Sundays.
- b. An adult family member must accompany any non-family member who wishes to visit. Permission for all non-family members must be obtained in advance in order to visit the campus. The Rector gives this permission.
- c. Special visiting consideration is given to St. Lawrence Seminary alumni.

- d. Visiting times:
 - i. Sundays: Students may be off campus from after Mass until 7:15 PM.
 - ii. Visitors are welcome to attend 10:15 Mass.
 - iii. Visitors are welcome to attend 7:30 evening prayer with the student body.
 - iv. Special events other than Sunday (e.g., Parent-Teacher conferences)
 - v. Visitors are welcome to attend school sponsored events open to the public.
 - Visitors are to leave immediately after the event.
 - Visitors are to remain in buildings/areas where the event is taking place. For purposes of protection and privacy, all other buildings and areas are off limits.
 - vi. Visitors at any other times are to make arrangements with the Rector.
- e. Conduct of Visitors: It is expected that all visitors will conduct themselves in accordance with the rules of the seminary. Also, a visitor's presence or actions should never be a counter sign to the purposes of the seminary. If this is violated, the visitor will be asked to leave the campus.

4. Telephone Calls

- a. Outgoing calls:

Students have available a number of public telephones at various places on the campus. These are the only telephones available for students' outgoing calls. So that all students wishing the opportunity to use these phones may do so, calls should be limited to no more than approximately 10 minutes. Each student will use the phones designated for his class.
- b. Incoming calls:

The seminary publishes a list of those times during which a student may normally be called to the phone; at other times, the seminary will take messages for students. In cases of emergency, the caller should ask to speak to the Rector. In order to allow as many students as possible access to these phones, these calls must be limited to 10 minutes.

5. Off Campus Behavior

- a. The same expectations that exist for behavior on campus exist when a student is off-campus.
- b. When St. Lawrence students are guests in another home on Sundays, Home Weekends or vacations, the parents or responsible adults have agreed to the Parent Code of Mutual Respect and Responsibility which states that they will ...
 - i. ... be present and available to supervise the student's activities
 - ii. ... abide by the law: neither giving nor permitting consumption of

- alcoholic beverages, drugs or tobacco and confiscating alcoholic beverages, drugs or tobacco should they be brought into the home
- iii. ... inform the Rector of any serious misbehavior
 - iv. ... restrain inappropriate boy/girl relationships
 - v. ... know the whereabouts of our students if they leave the home
 - vi. ... enforce the legal curfew
 - vii. ... personally return or designate a responsible adult over 21 to return students to SLS
 - viii. ... ensure that the students attend Mass on Sundays and Holy Days of Obligation.

VII. EXPECTATIONS FOR SPECIAL PLACES

A. ALL LOCATIONS

1. Jackets and coats are to be removed and hung/placed in designated areas.
2. No running in buildings.
3. Students are responsible for their own items. The seminary does not take responsibility for students' private property.
4. Students are to report to the appropriate adult supervisor when late for a mandatory function/activity.
5. During the academic day and evening study halls, food, drink, gum chewing, and possession of portable electronic equipment are not allowed in instructional and study areas. Water bottles are allowed only with permission from the school nurse.

B. CHAPEL

The Chapel is a sacred place where we gather to pray and therefore maintain the following expectations:

1. Students are expected to actively participate in all community liturgical celebrations.
2. A student is expected to be on time for all liturgical celebrations.
3. Activities that disrupt the sacredness of the place are to be avoided. Some examples: talking, chewing gum, eating, sounding watch alarms, or playing.
4. Students are not to play the instruments in the Chapel (piano, organ, marimba, drums, etc.) except as part of immediate preparation for a prayer service.

C. CLASSROOMS

1. A student must attend all his classes.
2. All students are to be in the classroom before the period signal is sounded. A tardy student must have a written excuse from a faculty/staff member.
3. If a student knows in advance that he will miss classes because of an excused absence, he should consult with each teacher as far in advance as possible. In all cases, when a student returns after an absence, he should consult with each teacher to find out what work he missed.
4. If a teacher fails to arrive for class, the following is the proper procedure:
 - a. The class is to maintain quiet.
 - b. After 10 minutes into the period, one member of the class should report to the Rector or his secretary for instructions
5. If a student is dismissed from the classroom for misbehavior, he immediately reports to the Information Office. Before the next meeting of that same class, the student must have discussed the incident with the Dean of Students.

D. STUDY HALLS

Study halls are places for study; guidelines are presented to assist in maintaining the atmosphere of quiet necessary for study.

1. Silence is to be maintained in all study halls at all times.
2. Attendance is required at these periods for all.
3. The study hall supervisor will provide a list of rules.
4. Permission to leave study hall is never presumed. It must be obtained in person from the supervisor.
5. The student is expected to return before the end of the period.
6. No sleeping in study hall.
7. Permission to study together must be granted by study hall supervisor.
8. Classes attending study hall due to teacher absence are not allowed to sign out unless such teacher has notified study hall supervisor.
9. Desktops should be cleared unless a student is working at his desk.

E. LIBRARY

1. The library is a place of quiet study. As a student enters the library area at the top of the stairs, he should be quiet.
2. Respect for the library resources is essential. All resources need to be properly signed out when they are borrowed from the library.
3. Reference work, research, checking out books, returning books, reading magazines and newspapers, and leisure reading are the usual activities in the library. Assigned homework not involving these activities is normally done in the study hall unless permission is granted.

4. Freshmen may read magazines after school hours, after evening study hall, or for assigned projects.

F. COMPUTER LAB

1. Students eligible to use the computers in the Computer Lab:
 - a. Returning students may resume use of computers during the first day of school.
 - b. New students may use computers after an introduction to the lab by the Computer Lab Supervisor.
 - c. During the first quarter, freshmen may use the computer lab only after school or after the evening study hall.
2. Students must observe the following general rules:
 - a. During the school day and during study halls, the Computer Lab may be used only for school work.
 - b. Games may be played in the School Computer Lab only between 4:00 PM and 5:00 PM Sunday through Friday and from 1:00 PM to 3:00 PM on Saturday.
 - i. The front lab area will be open only for schoolwork (no games, email, or AIM) at any time.
 - ii. If a need for more computers arises, students in the areas playing games will be asked to leave for those wishing to use a computer for school work.
 - iii. Only games that have been approved by the Dean of Students and are placed on the computers or the server may be played.
 - c. No students are allowed in the network server room for any reason.
 - d. During the school day or during a study period, each student should have the appropriate pass.
 - e. Students are not to connect or disconnect any cords, try to fix any equipment or try to make adjustments to hardware. All disk and equipment failures are to be reported to the supervisor.
 - f. Students will be provided with up to 250 MB of storage space. This drive space must be used in a responsible way, for saving materials for classes and e-mail. This space is not to be used for storing games, music or videos. Files that are no longer needed should be deleted on a regular basis.
 - g. Students will receive a warning when their folders are over 200 MB, and will be prevented from saving anything if their folder has more than 250 MB.
 - h. Non-academic Computer Lab use is a privilege. Students with low grades and/or unacceptable behavior will be restricted from the Lab.
 - i. Students are never to share their passwords. Students should see the computer lab supervisor immediately if they believe their password is being misused.
 - j. Sunday night access to the computer lab.

- i. The supervisor of the Freshman Study Hall on Sunday night will be there from 7:00 PM until 7:25 PM. Students who wish to use the computer lab after evening prayer may sign up and get a reservation slip. They must observe quiet when they come into the study hall.
 - ii. After evening prayer, students with a reservation slip may proceed to the computer lab. Freshmen must go to study hall and then sign out, bringing their reservation slip with them.
 - iii. After 8:00 PM, students who did not reserve a spot by getting a slip are free to come to the computer lab and use a computer if one is available.
 - iv. On Sunday nights from 7:45 PM until 8:30 PM, the Computer Lab may only be used for homework. If the lab is very busy because of projects, the adult supervisor may restrict the lab use to homework until it closes.
- 3. Internet Rules and Procedures
 - a. General use of the Internet will be available only when an adult supervisor is in the building.
 - b. Students must stay out of areas that contain inappropriate material that do not support the mission and philosophy of St. Lawrence Seminary. Examples are hate sites, pornography, and sites that encourage drugs and alcohol. Students will report any sites that should be blocked to the adult supervisor.
 - c. Students will not send personal information over the Internet, such as their names, phone numbers, addresses, passwords, or the name, telephone number or address of SLS [exceptions: college applications, scholarship applications, selective service]. Even though a student may be sending this information to someone he knows, others could read this information without his knowledge or consent.
 - d. Students are not allowed to use Newsgroups or Chat Rooms.
 - e. Messaging and e-mailing should be used on a limited and appropriate basis using only computers in the back lab after school or after the evening study hall and on weekends. Messaging and e-mailing are not allowed during the school day or during study halls.
 - f. Students will not send or retrieve copyrighted materials (software, pictures, music files, etc.) over the Internet. This is a violation of the law. If you are not sure what is copyrighted, ask an instructor.
 - g. Students must use common sense when printing. They must check the length of the material being printed and print only the material that is needed for class work.
 - h. All e-mail sent or received from Saint Lawrence Seminary is subject to review. E-mail is not private.
 - i. During the school day, internet use is for class work only. All other internet use is after school, evenings after study hall and Sundays.

- j. Personal Web Pages.
 - i. Students may not access personal web pages such as MySpace, Tagged, Xanga, etc from St. Lawrence computers.
 - ii. The Dean of Students reserves the right to monitor student postings on such web sites.
 - iii. Maintaining or being identified on a personal web page or blog site which depicts illegal or inappropriate behavior is not permitted.
 - iv. Students are not to post the name, address, telephone number, or other information that identifies the student as attending SLS on such web sites.

G. DORMITORIES

1. No student should ever go into another student's locker, footlocker, luggage, etc.
2. Habits of cleanliness are needed for health as well as for maintenance of a pleasant atmosphere.
3. Dormitories will normally be locked during the school day. Students are not allowed in dormitories during the school day.
4. No student is allowed in another class's dormitory without the specific permission from the dormitory supervisor.
5. Each student who uses a non-school issued lock in the dorm must give a spare key or the combination to the dormitory supervisor.
6. All personal and school issued lockers, luggage, etc. are subject to search by the Dean of Students and/or his designee.
7. Each student is to use only the facilities and areas assigned to his class.
8. Dorm supervisors will provide detailed expectations for each dorm.
9. Senior Dorm includes the area around St. Francis Hall.
10. Dormitories will be open at 5 pm on the day students return from vacation. Students arriving early will remain in the student dining room.

H. DINING ROOM (REFECTORY)

1. Seniors are in charge of maintaining order and reporting all absences in the dining room. Students are assigned to a table for breakfast and for all meals that are served family style. Students are to sit by classes for all mandatory cafeteria-style meals. At optional cafeteria-style meals, students may sit where they choose.
2. The seniors are to ensure that students including themselves take their turn waiting on the table.
3. Students are to practice good table manners.
4. When students enter the dining room, they should go directly to their tables and be seated. Students will be asked to stand for prayer at mandatory dinners.

5. Students are to be on time for meals. If a student is late for a meal, he must report to the supervisor upon entering the dining room.
6. During the meal:
 - a. There is to be no wasting or throwing of food.
 - b. Students will keep their voices at an acceptable level.
 - c. Students may not leave the dining room until the supervisor properly excuses them.
 - d. Students are not to visit at other tables during meals.
7. Food is not to be taken out of the dining room.
8. At the evening meal, students are not to return any leftover food or their dirty dishes until they are instructed.

I. ATHLETIC/RECREATIONAL AREAS

1. All Areas
 - a. Appropriate footwear and clothing is to be worn. (i.e. non-marking shoes in gym and tennis courts)
 - b. No dunking, hanging on the rim, or snapping the breakaway rims is allowed. Dunking is permitted only during varsity basketball games and practices.
 - c. No athletic equipment (basketballs, footballs, soccer balls, etc.) is to be thrown or kicked in a way that could cause damage to ceilings, scoreboards, or other structures.
 - d. Reckless behavior is not allowed.
 - e. No activity is allowed without proper protective equipment and proper supervision. (i.e. tackle football, capture the flag, etc.)
 - f. All equipment (indoor and outdoor) is to be checked out from the supervisor and returned at the proper time in good condition.
 - g. Radio hours are from 6:00 PM Friday until 6:00 PM Sunday. Only one radio is to be played at a time. Volume is to be at an appropriate level so pages can be heard. (This is an exception to the headphone rule.)
2. Gym Proper
 - a. Students are to enter through the side doors only.
 - b. No baseballs or bats are to be used without permission from adult supervisor. Baseball bats must always be used in the batting cage.
 - c. All basketballs that are the property of St. Lawrence Seminary must remain in the gym. Throwing basketballs at the doors, walls, or against the permanent bleachers is not allowed.
3. Fitness Center and Mat Rooms
 - a. These rooms are opened only if an adult supervisor grants permission.
 - b. In the mat rooms, wrestling must be conducted in the presence of an adult supervisor.
 - c. For insurance reasons, a signed parental waiver form must be on file.
 - d. A spotter/partner must be present for all bench and squat lifting.

Collars must be used.

4. Locker Rooms
 - a. School towels are provided for only Physical Education classes and athletic events. Used school towels are to be placed in a designated area. School towels are never to be taken from the locker room.
 - b. All lockers must be kept locked
5. Canteen
 - a. Hours are posted.
 - b. Proper cleaning of tables and area before leaving is required.
 - c. A can crusher is available. Crushing cans on the floor is not permitted.
 - d. Moving appliances is not permitted. (pizza ovens, microwave ovens)

J. PUBLICATIONS OFFICE

The Publications Office is a place to be used for official business. Only students on the staff of school publications are allowed in this room. When a student is inside the office, the door must remain open, unless a meeting supervised by a faculty member is in session. When no students are using the room, the door always remains locked. Publications equipment (computer, scanner, printer and cameras) is to be used only for publications purposes.

K. ST. ANTHONY HALL LAUNDRY ROOM

1. No laundry may remain in a washer after 10 PM.
2. Laundry may remain in a dryer after 10 PM
3. All clothing in the room that is not in a dryer is confiscated at 10 PM.
4. All clothing must be removed from the dryers before breakfast the next day.
5. Confiscated clothing may be claimed by seeing the designated freshman or sophomore dorm supervisors.
6. On Friday and Saturday nights, the 10 PM limit is extended to 11 PM.

L. ST. ANTHONY PERSONAL COMPUTER ROOM

1. Music should be kept at an appropriate level so pages can be heard.
2. Only students who have a computer are allowed in this room. Permission from the owner and the adult supervisor is needed if a student would like to borrow another student's personal computer to do word processing.
3. The computer room is to be cleaned regularly by those who use it. If it is not kept clean, it may be closed.
4. Boxes for computers will be stored elsewhere.
5. The computer room may not be used during the school day nor evening study halls.
6. It is the responsibility of each student to provide a surge protector for his computer. The seminary will not be responsible for any damage caused by a voltage surge.
7. Passwords are to be submitted to the Dean of Students so computer

content checks can be done. If inappropriate material is found on the computer, the computer will be sent home.

8. No food or drink is allowed in the computer room.
9. Games may be played by students who have computers in the St. Anthony Computer Room between 4:00 PM and 5:00 PM Sunday through Friday and from 1:00 PM to 4:00 PM on Saturday. The rest of the time is for school work.

M. MUSIC PRACTICE ROOMS

1. To use a music room, students must request the key from the information office worker. A log will be kept of who has reserved what room. Rooms may be reserved in advance in two-hour increments. The key must be returned to the Information Office.
2. Rooms are open to all individuals who wish to improve their instrumental and vocal skills.
3. No moving any school equipment (e.g. pianos, etc.)
4. After use, equipment should be put away in a reasonable manner.
5. No decorating of the rooms
6. Drum sets must have a piece of carpeting underneath to protect the floor carpeting.
7. Music rooms will be closed during the school day.
8. Broken items are to be reported at the information office and to the Dean of Students.

VIII. ST. LAWRENCE SEMINARY ACTIVITIES INTRODUCTION

All student activities at St. Lawrence Seminary are designed to promote and foster the principles and values proclaimed in the gospel. Whether curricular or co-curricular, they must reflect the philosophy, mission statement and objectives of the seminary. Participation in student activities is seen as a means of promoting growth in self-discipline and of demonstrating characteristics consistent with the profile of a student at St. Lawrence.

This section of the Student Handbook of St Lawrence Seminary is compiled for the purpose of...

- 1) ...informing students, parents and staff of guidelines and procedures that accompany the privilege of participation in co-curricular activities;
- 2) ...clarifying the participation eligibility requirement for some co-curricular activities;
- 3) ...informing the students, parents and staff of the various clubs, organizations, and non-academic activities and events available to students.

IX. GENERAL GUIDELINES FOR ALL STUDENT ACTIVITIES

A student's eligibility to participate in any co-curricular activity will be determined by the Rector in order to protect the best interest of the student and of the school.

General Procedures

- A. **Participant commitment:** Many opportunities exist for a student to become part of different activities. Not only does such participation aid a student's growth and development, but it also allows him to put into practice a commitment to the choice that he has made. Each student is expected to follow through on any commitment that he has made to an organization, program or activity, including times of scheduled school vacations (i.e. home weekends, holiday breaks). In case of team selections, final picks are made with commitment in mind; quitting may result in future ineligibility. If the student foresees participation conflicts, he should identify them prior to signing up or the first practice or tryout date. He has the responsibility to notify the appropriate coach/moderator of the conflict. All conflicts between activities will be resolved by the coaches/moderators.
- B. **Behavior of Spectators and Participants:** Behavior both at home and away is to...
 - 1. ...be positive
 - 2. ...be characteristic of the St. Lawrence Seminary student profile
 - 3. ...live up to the high standard of sportsmanship
- C. **Early Dismissals:** The entire school calendar is taken into consideration when scheduling any activity. When early dismissal is necessary, participants are to be dismissed from class ten minutes before transportation is scheduled to leave.
- D. **Post-activity responsibilities:** Managers and statisticians are to exercise prudence in completing their responsibilities in a timely manner.
- E. **Transportation:** Students are required to wear seat belts when provided in school vehicles. Except for Sundays, buses/vans may stop at fast food restaurants only on nights/days preceding a non-school day. Non-varsity teams using separate transportation (e.g. freshmen basketball) are to leave immediately following their contest when school is in session the following day.
- F. **Meals off campus:** Bag lunches are to be prepared by participants who will be missing a meal on campus. In the event that both the noon and evening meals are missed, a designated amount of money will be provided so each participant may purchase the evening meal.

- G. **Student appeal process:** Students may appeal any suspension resulting from significant negative behaviors to the Rector. The student does so by making a request in writing, which states why such an appeal should be heard. The Athletic Director, the Dean of Students and the Rector shall assess any appeal to determine if...
1. ...a major rule violation by the student occurred
 2. ...the student had been adequately notified of the rules and regulations;
 3. ...the consequences are consistent with the guidelines.
- H. **Protocol for non-selection:** For some activities, it may be impossible for all students who wish to participate to be selected. The following is to be noted:
1. All individuals who sign up or try out for a student activity are to be told when cuts are to be made, and the rationale as to why it is necessary to limit the number (e.g., facilities, coach to student ratios, equipment/uniforms available, desirable number to facilitate an effective program).
 2. The Rector is notified concerning the dates of preliminary and final participant selection.
 3. The list containing the names of those selected will be posted in areas designated by the coach/moderator.
 4. A student is encouraged to contact the coach/moderator if he is unclear concerning the rationale used in his non-selection.
 5. The coach/moderator may speak privately with any student who has not been selected if the coach/moderator deems such an action to be appropriate.

X. PROGRAMS GOVERNED BY ELIGIBILITY PARTICIPATION REQUIREMENTS

A. ACADEMIC ELIGIBILITY

A student's eligibility to participate in the interscholastic sports, the forensics and the theatrical programs is determined by grading, grade point average, and academic probation as outlined in the Student Handbook.

1. A student becomes ineligible if he has...
 - a. ...1 F for that midquarter/quarter or
 - b. ...2 Ds for that midquarter/quarter
2. If a student is academically ineligible at the beginning of the season...
 - a. ...he is allowed to practice with the team, but not to play in any games/meets.
 - b. ...he is not allowed to travel to away events, but must be present and in appropriate attire at home events.

- c. If he is still ineligible at the next marking period (midquarter/quarter), he will be dismissed from the team for the duration of the season and will receive no credit for meaningful involvement.
 - d. If he meets the eligibility requirements at the next marking period (midquarter/quarter), he will become a full participating member.
3. If a student becomes academically ineligible during the season...
- a. ...he is allowed to practice with the team but not to play in any games/meets.
 - b. ...he is not allowed to travel to away events, but must be present and in appropriate attire at home events.
 - c. If he is still ineligible at the next marking period (midquarter/quarter), he will be dismissed from the team for the duration of the season and will receive no recognition of participation.
 - d. If he meets the eligibility requirements at the next marking period (midquarter/quarter), he will become a full participating member.
4. Reinstating Eligibility:
- a. Reinstatement will only be allowed once during the course of an athletic season. A second loss of eligibility will result in no recognition of participation.
 - b. Reinstatement is restricted by the time remaining in the season. (Athletic Director and coaches' discretion)

B. BEHAVIORAL ELIGIBILITY

Participation in any seminary program is a privilege. All students are bound to the following behavioral expectations as well as WIAA regulations.

The Behavioral Expectations are:

- 1. To act responsibly in attendance, preparation and completion of assignments;
- 2. To show respect for all participants, co-workers, officials, judges, spectators and those in authority;
- 3. To maintain a good appearance, which includes cleanliness and good grooming;
- 4. To use only appropriate language which does not conflict with nor detract from the values, attitudes and priorities espoused by the seminary;
- 5. To possess no equipment belonging to the school unless it has been officially issued by a staff member;
- 6. To demonstrate a willingness to be coached, directed, and instructed in the given activity;
- 7. To be present and participate in all meetings, practices and contests;
- 8. To persevere for the duration of the scheduled time period of the activities;
- 9. To not possess nor use alcoholic beverages, illegal drugs or controlled substances, anabolic steroids, bodybuilding supplements, cigarettes or other tobacco products.

C. VIOLATIONS

For purposes of defining the consequences associated with violations of the behavioral expectations, “event” refers to a single game or competition or performance; “activity” refers to a single sport (e.g., cross country, soccer, basketball, etc.) or forensics or stage production; “activity season” refers to an athletic, forensic or theatrical season.

1. Within an Activity Season
 - a. If a student commits a first violation of the behavioral expectations while participating in an activity season, the student will be suspended for the next scheduled event of the season.
 - b. If the student commits a second violation while participating in the same activity season during the same activity year, the student will be suspended from participating in that activity for the remainder of that activity season and will forfeit any opportunity for end of year season awards or recognition.
2. Outside of an Activity Season
 - a. Any student violating a behavioral expectation outside of an activity season will be referred to the Dean of Students. The Dean of Students will confer with the Athletic Director and appropriate coaches/moderators in making a recommendation to the Rector regarding consequences.

D. SPORTSMANSHIP

“Good Sportsmanship is viewed as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.” (NFSHS)

1. Guidelines for Student Participants
 - a. Treat *teammates* with respect – examples:
 - i. encourage teammates
 - ii. avoid blaming losses on teammates
 - iii. live up to commitments to the team
 - b. Treat *opponents* with respect – examples:
 - i. shake hands according to the custom of the event
 - ii. willingly recognize efforts of opponents
 - iii. treat competition as a game, not a war
 - iv. players shaking hands with opponent who fouls out while both sets of fans recognize players performance with applause
 - c. Treat *contest officials* with respect:
 - i. respect the judgment of contest officials
 - ii. abide by rules of the contest

- iii. display no behavior that could incite fans
 - d. Treat *all* with respect – examples:
 - i. ignore minor unsportsmanlike conduct
 - ii. cooperate with officials, coaches or directors and fellow participants to conduct a fair contest
 - iii. make only positive comments about participants, coaches, officials or judges
 - iv. accept the directions of the coach
- 2. Guidelines for Student Participants and Fans
 - a. Use proper etiquette during the National Anthem
 - i. remove hats, face the flag, avoid talking, place right hand on the heart, and remain still until the end of the anthem
 - ii. when singing, follow the music and lyrics precisely
 - b. Applaud appropriately:
 - i. during the introduction of players, coaches and officials
 - ii. at the end of contest for performances of all participants
 - c. Show concern for any injured player, regardless of team
 - d. Encourage surrounding people to display only sportsmanship-like conduct
 - e. Accept all decisions of officials
 - f. Ensure that all behavior reflects positively on family, school, etc.
 - g. Cheerleaders lead fans in positive manner
 - h. Respect opponent fans and cheerleaders
- 3. Unacceptable Behaviors for Student Participants and Fans
 - a. Distracting any participant – for example, yelling or waving arms during opponents' basketball free-throw attempts
 - b. Using disrespectful or derogatory cheers, chants, songs or gestures
 - c. Booing or heckling or display of temper with an official's decision
 - d. Cheering that antagonizes opponents
 - e. Refusing to shake hands or give recognition for good performances
 - f. Blaming losses on officials, judges, coaches or participants
 - g. Laughing or name-calling to distract an opponent
 - h. Using displays of profanity or anger

E. GUIDELINES FOR HOME SPORTS EVENTS

- 1. Fall Season
 - a. Dormitories, computer labs and St. Fidelis Hall are locked during varsity soccer matches and home cross country meets.
 - b. On days when there is a varsity soccer match, optional supper is from 6:15 PM to 6:45 PM followed by work crews.
 - c. No bicycles, footballs, soccer balls, etc. are allowed below the Hill.
 - d. Dress code is casual. Shirts must be worn.
 - e. Students are to remain opposite the team benches.

2. Winter Season

- a. Work Crews will take place immediately following school on days when there is a home varsity basketball game.
- b. Optional supper is from 5:45 PM to 6:15 PM.
- c. Students must be present in one of these locations during winter home athletic contests:
 - i. Assigned classroom for silent individual study – opens at 7:30 pm.
 - ii. Upper St. Fidelis Hall (gym only)
 - iii. Canteen (when open)
- d. Band members will store instruments in a corner of the gym until the end of the varsity contest and then are responsible for returning them to the band room after the event.
- e. Areas off limits and to be locked at the beginning of the varsity game/meet:
 - i. All dorms
 - ii. Main Building
 - iii. Freshman and Junior Study Hall
 - iv. St. Mary's Hall
 - v. St. Thomas Hall – (the back entrance to the classroom will be open.)
 - vi. The Chapel
 - vii. St. Conrad Hall
 - viii. Lower St. Fidelis Hall (except the Canteen when open)
- f. The 8:30 Club will convene at 4:00 PM under the supervision of the Academic Dean.
- g. Dress code is casual but hats, shorts, and tank tops are excluded.
- h. Books and book bags are not allowed in the gym proper.
- i. No loitering outside the gym proper during the games.

3. Spring Season

- a. Where there is a varsity baseball game, optional supper is from 6:15 PM to 6:45 PM followed by work crews.
- b. Dress code is casual. Shirts must be worn.
- c. Students do not need to sign out if going directly to the ball field.
- d. Students must be back on campus by 6:45 PM even if the game is not finished.

F. INTERSCHOLASTIC ATHLETIC COMPETITIVE PROGRAMS

St Lawrence Seminary is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and competes in the Wisconsin Flyway Conference in soccer, cross country, wrestling and track. Basketball and baseball follow an independent schedule.

1. **SOCCER:** Soccer is a fall sport, played from August through October. The school competes at both the varsity and the junior varsity level. The varsity

team may include students from any academic level, while the junior varsity is made up of freshmen and sophomores.

2. **CROSS COUNTRY:** Cross country is a fall sport, running from August through October. Students at any academic level are eligible to participate. Cross Country may involve some running on area roads where proper safety measures must be exercised.
3. **WRESTLING:** Wrestling is a winter sport occurring from November through February. The squad is composed of two teams, a varsity and a junior varsity. Students at any academic level are eligible for either team.
4. **BASKETBALL:** Basketball is a winter sport, played from November through February. The seminary has three units, namely, the varsity, the junior varsity, and the freshmen team. Students at any academic level are eligible for the varsity level, freshmen and sophomores may compete on the junior varsity level, and the freshmen team is open only to freshmen.
5. **TRACK:** Track is a spring sport, running from March through June. Students at any academic level are eligible for the team. Track may involve some running on area roads where proper safety measures must be exercised. The state WIAA meet occurs after the completion of the seminary school year.
6. **BASEBALL:** Baseball is a spring sport, played from March through June. The school competes at both the varsity and the junior varsity level. The varsity team may include students from any academic level, while the junior varsity is made up of freshmen and sophomores. The St. Lawrence playing field is off-campus in the village of Mt. Calvary.

G. OTHER INTERSCHOLASTIC COMPETITIVE PROGRAMS

1. **FORENSICS:** The forensics program provides students with the opportunity to develop and improve their public speaking skills. This is an opportunity to develop oneself as a confident, skillful public speaker. Furthermore, the individual who is able to communicate well often has a distinct advantage over the less well-trained speaker in many areas of society. Participation in forensics and demonstrated dedication to improvement as an orator are essential elements for the success of the program, both for the individual student and for the forensics team.

The forensics season lasts from January through April. During this time, students compete in various tournaments and festivals. The moderator determines those students who are to be entered in each competition. The seminary is affiliated with the Wisconsin High School Forensic Association (WHSFA), the Wisconsin Forensic Coaches Association (WFCA), and competes in the Wisconsin Flyway Conference.

- 2. MATH TEAM:** A student on the Math Team has an interest and ability in mathematics and mathematical problem solving. Sign up is prior to a meet when an announcement is made to the students. Students on the St. Lawrence Math Team participate in a series of competitions with other high school students from around the area. Math Meets are 5-6 times a year, usually on Monday nights. Members of the Math Team are divided into teams of eight students. At each meet the students take four individual tests and work together on a team test. The Math Team competes in the Wisconsin Flyway Conference.

H. PUBLICATIONS

The school is the publisher of both a student newspaper and a yearbook. Students who have special writing, editing or photographic skills or who wish to develop their skills are encouraged to become involved in these publications. The moderator chooses the staff for the newspaper and yearbook.

- 1. HILLTOPICS:** The student newspaper of the seminary, Hilltopics, provides students the opportunity to learn the basics of journalistic writing, computer layout, or photography. Hilltopics seeks to document the ongoing events and student activities at the school. It also includes various stories of interest and features.
- 2. LAURENTIAN:** The seminary yearbook, Laurentian, concerns itself with documenting the wide variety of activities that occur throughout the school year. Students are able to contribute to the publication process through creative written articles and ideas, editing, photography, theme development and computer layout. The yearbook serves as a valuable published record, in photographs and text, of a given academic year.

I. FINE ARTS

- 1. BAND AND CHOIR:** Both band and choir are part of the regular school curriculum. Students may choose to take these courses as part of their schedule, and receive credit for them. The courses are offered on a Pass-Fail basis.
 - During the year, usually two or three band and choir concerts are given. They demonstrate the culmination and presentation of the skills, concepts and musical training that were developed through a given period of time. These concerts contain seasonal music as well as a variety of other musical styles, to enhance a theme or a season.
 - Participation in the band includes "Pep Band" performances at athletic events.
 - Participation in the choir includes music ministry at liturgies.

2. **MUSIC FESTIVALS:** Choir or band members may participate in large group and solo and ensemble festivals. Solo/Ensemble is an elective performance opportunity for an individual music student or groups of students to learn and perform music from a published list. The seminary music staff assists in the preparation of musical selections for the performance. Awards are earned based on performance as judged by external sources. To qualify for the State Festival, a student must perform in the A category and receive a 1 * rating. Large Group competitions are held for bands and choirs, and involve the entire band or choir class. Each group prepares three different musical selections, which are rated and evaluated by three judges in terms of total group performance. Awards are presented accordingly.
3. **SCHOOL PLAY:** The school play provides a forum for dramatic skills. It affords students an opportunity to develop skills not only in acting, but also in other areas of drama, such as stage production, scene painting, costumes, makeup, etc. The form of the school play alternates; one year is a musical and the next year is a drama or comedy. The musical cast is usually limited to students who are in either band or choir.

J. STUDENT GOVERNMENT

Student Government consists of the Student Council, class officers, and the Student Spiritual Life Committee. Student Council officers are elected in the spring of the preceding year in accordance with the Student Council Constitution. At the beginning of each year, each class except the Freshmen class conducts elections for a class president, vice-president, Student Spiritual Life Representative and three Student Council representatives. (Freshmen have elections during the second quarter.)

1. **STUDENT COUNCIL:** The student council functions as a forum for the student body to demonstrate and practice student leadership. The council also organizes and presents many special events throughout the year. Some of which are:

| | | |
|--------------------|------------------|--------------------|
| Pep Rallies | St. Nicholas Day | Ethnic Foods Night |
| Talent Nights | Winter Carnival | Field Day |
| Christmas Party | Spirit Week | |
| Weekend Activities | Hospitality Room | |

Officers of the Student Council consist of president, vice-president, secretary, and treasurer. The president and vice-president must be seniors. The secretary and treasurer may be seniors or juniors.

2. **CLASS PRESIDENT AND VICE PRESIDENT:** These officers work with their respective classes and class advisor in planning and carrying out class activities.

- 3. STUDENT SPIRITUAL LIFE COMMITTEE:** The Student Spiritual Life Committee works with the Coordinator of Spiritual Life to enhance the spiritual life of the student body through the planning and preparation of liturgical services. The committee also serves as a resource for making suggestions to the Rector regarding any aspect of student spiritual life. Members of the committee include an elected representative from each class as well as the junior and senior sacristans and the senior who is in charge of the chapel work crew.
- 4. ELECTION CRITERIA AND PROCEDURES:**
 - a. Elections follow a self-nomination method with support petitions.
 - b. If a student is on behavioral or attitudinal probation during the second semester of the prior year or who returned on behavioral or attitudinal probation will be ineligible for office.
 - c. A specified number of signatures is required on petitions for nomination.
 - d. No one may sign more than one petition per office.
 - e. All students who successfully complete the self-nomination process must be approved by the Rector to participate in the election.
 - f. The winner is the candidate who receives a majority (50% plus 1).
- 5. REMOVAL FROM OFFICE**

Any student placed on behavioral or attitudinal probation is removed from office for that academic school year.

K. AWARDS/LETTERING

- 1. Awards recognize both superior achievements in competition as well as commitment to the goals of the specific programs.**
 - a. Recognition and awards are dependent on eligible participation in a minimum of 50% of games/meets and/or
 - b. Coaches, Athletic Director and activity moderators will determine recognition and awards based on performance, lettering criteria, participation, and discretion.
- 2. General progression for non-lettering participants:**
 - a. paper certificate
 - b. foil certificate
- 3. General progression for lettering participants:**
 - a. letter and/or pin (band and choir letters differ in size from athletic letters)
 - b. bar for each additional year
- 4. Lettering criteria for each activity:** (Note that lettering in each activity requires prompt attendance at all practices and competitions unless excused.)
 - a. **FORENSICS:**
 - i. earns a Gold Medal at the WHSFA State Festival, or

- ii. earns a trophy at the WFCFA State Tournament, or
- iii. twice earns a silver medal at the WHSFA State Festival or
- iv. earns two trophies (place 1st, 2nd, 3rd or 4th at two tournaments in one season) or
- v. a senior who has actively participated for three years (in at least six festivals or tournaments each year) or
- vi. moderator's discretion

b. BAND:

- i. 200 points accumulated in the Band Point System or
- ii. 75 points accumulated in the Band Point System and qualify for State Festival.

c. CHOIR:

- i. 180 points accumulated in the Choir Point System or
- ii. 65 points accumulated in the Choir Point System and qualify for State Festival or
- iii. seniors who have participated in the activity for three or more years or
- iv. significant contribution of participant as judged by the Choir Director

d. SPORTS:

- i. Cross Country: 19:30 Hilltopper course or 18:45 all away courses
- ii. Soccer: played in 2/3 of possible Halves
- iii. Basketball: played in 1/2 of possible Quarters
- iv. Wrestling: Win 1/2 of varsity matches (minimum of 15 wrestled) or 2nd place or better in Conference Tournament or qualify for Sectional Tournament
- v. Baseball: played in 1/4 of possible innings
- vi. Track: Criteria for individual events

| | |
|-------------|---------|
| Shot Put | 40'0" |
| Discus | 108'0" |
| High Jump | 5'8" |
| Long Jump | 17'9" |
| Triple Jump | 35'6" |
| 110 HH | :17.9 |
| 300 IH | :46.2 |
| 1600 m | 4:57.4 |
| 3200 m | 10:55.6 |

| | |
|---------------|--------|
| 100 m | :11.8 |
| 200 m | :24.9 |
| 400 m | :56.7 |
| 800 m | 2:11.3 |
| 1600m Relay | 3:52 |
| 3200m Relay | 8:50 |
| 4 X 100 Relay | :48 |
| 4 X 200 Relay | 1:47.2 |
| | |

- vii. Managers: Two years varsity in same sport or
One year varsity level - two or more sports
- viii. Trainers: No letter - pin only (2 years - one being at varsity level)
- ix. Statisticians: No letter - pin only (2 years - one being at varsity level)
- x. Video Tech: No letter - pin only (2 years - one being at varsity level)
- xi. Others:

1. Significant accomplishment awards are given to individuals in the form of plaques, medals or trophies.
2. At graduation, an award is given to seniors who have completed a four-year commitment to a co-curricular activity.
3. Individuals on conference and state championship teams will be awarded patches.
4. A senior who has actively participated in the specific program for three years will receive a letter and pin.
5. Coach and Athletic Director may determine lettering for deserving students not otherwise meeting the criteria.

XI. OTHER PROGRAMS AND ACTIVITIES

A. GENERAL RECREATION ACTIVITIES

1. General Recreation Activities is the name given to those recreational activities that take place during unscheduled/free time. They usually occur in St. Fidelis Hall or adjacent buildings or areas. The areas and types of activities that take place in each are:
 - a. **Gymnasium:** Gymnasium activities include basketball, volleyball, soccer, baseball and badminton.
 - b. **Recreation Room (Game Room):** This room has pool tables, ping-pong tables, air hockey, board games, PlayStations and video games.
 - c. **Fitness Center:** This area offers a variety of fitness equipment. The equipment includes treadmills, ellipticals, stationary bikes, stair-stepper, weight machines, and free weight stations. The use of the weight/fitness room is permitted only after a student has received proper instruction in the use of such equipment, and after his parents/guardians have given the school a signed waiver form.
 - d. **Bowling Alleys:** Five bowling alleys are available for student use. The bowling season begins just prior to Thanksgiving. The alleys remain open until mid-March. There is a minimal charge for bowling, in order to cover operational expenses.
 - e. **Racquetball/Basketball Half Courts:** Two racquetball courts are located in St Anthony Hall. Racquetball equipment can be checked out from a supervisor. Each court may also be used as a basketball facility.
 - f. **Activities/Team Room:** This room is used by various clubs and organizations for scheduled meetings.
 - g. **Auditorium Movies:** Movies are shown approximately once a month. Efforts are made to rent recent releases. The videos are shown on a large

movie screen using a special projector. All big screen movies are previewed for content prior to showing, and are G, PG, or PG 13 movies. If there is an R rated movie that has some educational purpose that is approved by the Rector, parents are notified beforehand and must give their consent before their son is allowed to attend that movie.

- h. **Videos in Tony's Place:** Videos are shown on the large television screen, generally on weekends. Only G, PG, or PG 13 videos are shown. Questionable PG 13 movies will not be shown.
 - i. **TV Rooms:** Rooms for watching TV are available.
 - j. **Barber Shop:** Although not strictly a recreational activity, an area is provided for students to cut one another's hair.
2. Other general recreational activities may take place outside of these buildings, or even away from the seminary grounds. Examples of these are:
- a. **Mall trips:** Trips to the Fox River Mall, near Appleton, provide an opportunity for students to purchase things off the seminary grounds.
 - b. **Ski trips:** Ski trips to a nearby ski hill may be scheduled during the winter months.
 - c. **Field Trips:** Teachers and other staff persons occasionally chaperon groups to various sites and programs.
 - d. **Class Picnics:** Class Picnics take place in the spring at a nearby state park.

B. INTRAMURAL PROGRAMS

Students who are neither participants nor managers during the fall/winter interscholastic sports program are required to take an active part in the intramural program during that season.

1. Fall Program:

Students must choose between:

- a. Softball
- b. Tennis

2. Winter Program:

Students must choose between:

- a. Basketball
- b. Bowling
- c. Racquetball

C. CLUBS AND ORGANIZATIONS

Several groups and clubs provide the student with an opportunity to enjoy and pursue activities and interests outside the academic or sports environment. Each club must have an adult moderator. These co-curricular clubs include the following:

1. **Amnesty International:** Amnesty International is a worldwide movement of people acting on the conviction that governments must not deny individuals their basic human rights. The seminary chapter focuses on issues that have or will have relevance in their lives. A primary activity is writing letters to various governments on behalf of prisoners of conscience - men, women and children who have been detained for their beliefs, color, ethnic origin, language or religion, and who have neither used nor advocated violence.
2. **Astronomy Club:** This club draws together students who wish to increase their knowledge and enjoyment of God's universe.
3. **Varsity Scouting:** Varsity Scouts is a branch of the Boy Scouts of America. The program focuses on developing youth into responsible and caring individuals. This is done through program activities such as field trips, outdoor activities, and service to the local community. Students involved with the Varsity Scouts are given opportunities to show group leadership while working along side adults.

Varsity Scouts is open to any student. Students with previous scouting experience are highly encouraged to join Varsity Scouts so they can share their experiences.

4. **Reading Club:** In the reading clubs, students are given the opportunity to read and discuss books with their classmates and a faculty advisor. For sophomores, juniors, and seniors, there is a book designated as a main selection each quarter, along with other books which can be read if a student reads ahead of his classmates. Freshmen are offered a book in the third and fourth quarters.
5. **Canteen Crew:** Throughout the year, the Canteen Crew sponsors various social activities for the benefit of the student body. Under the supervision of the Student Activities Director, the Canteen Crew also coordinates the half time activities during varsity basketball games.
6. **Other Clubs:** Students are invited to form clubs around other interests and activities. The organization of such clubs is generally coordinated through the office of the Student Activities Director

XII. EVENTS

A. MAJOR SCHOOL-WIDE EVENTS

1. **All school party:** On orientation evening, there is an all school party in the refectory. The party's purpose is to welcome all students, especially the new students.
2. **Labor Day Picnic:** On Labor Day evening, an outdoor cookout and picnic are held. Activities take place before and during the cookout.
3. **Family Day:** Family Day is celebrated in September. Family day provides an opportunity for the families of students to meet one another and to become better acquainted with the administration and teaching staff of the seminary. Its purpose is to strengthen the seminary's partnership with parents and to enhance seminary relationships. It begins with the Eucharist in the chapel followed by a potluck feast of various ethnic foods.
4. **Spirit Week:** At the end of October, the Student Council sponsors a Spirit Week that includes various competitive contests among the classes.
5. **Founders' Day:** This is a day to honor the founders of St. Lawrence Seminary. The day includes a special liturgical celebration and meal.
6. **Parent-Teacher Conferences:** This is a Saturday following the first quarter marking period when parents meet with teachers and supervisory staff to access student progress.
7. **Talent Night:** Once or twice a year, the Student Council sponsors a Talent Night. All presentations are subject to tryouts, and a dress rehearsal is held in the afternoon. The competition is judged by the students and faculty/staff members. Prizes are awarded.
8. **Thanksgiving Banquet:** This is a day to celebrate the Thanksgiving Holiday. The day includes a special table prayer and meal.
9. **St Nicholas' Day:** Prior to the evening of St. Nicholas' day, the Student Council prepares an individual treat for each student.
10. **Our Lady of Guadalupe:** This is a school event that celebrates the Apparition of Our Lady of Guadalupe, patroness of the Americas.
11. **Christmas Celebration:** The night before Christmas Break, a celebration takes place that includes a table prayer and meal. The celebration concludes with an evening band/choir concert.
12. **Martin Luther King Jr. Day:** The contributions of Dr. Martin Luther King Jr. are celebrated in this school-wide event.

13. **Catholic Schools Week:** The students join together in recognizing the importance of Catholic schools in our educational system. A day is set aside to honor the faculty and staff with an appreciation banquet.
14. **Winter Carnival:** A school event allows the students to celebrate the joys of winter in Wisconsin. Traditionally this event starts with morning prayer dedicated to Our Lady of the Snows. Many outdoor and indoor events take place.
15. **Tết Celebration:** This is a celebration of the Vietnamese New Year. The celebration includes a Vietnamese meal and dragon dance.
16. **Ethnic Foods Night:** This evening celebrates the richness of the cultural heritage of the seminary students. Students prepare their favorite ethnic foods to share with other members of the seminary community. Casino-like games provide the entertainment.
17. **Field Day:** Field Day generally occurs on one of the last Wednesdays in May. The day includes track and field events by fraternities, staff/student softball game, tower shower, cookout, and student entertainment. The faculty, staff and student body all have the opportunity to enjoy the interaction that the day provides.

B. OTHER OPPORTUNITIES

1. **Art/Essay Contests:** Each year students are given the opportunity to participate in a variety of contests and to compete with students from many areas of the United States. Most contests are developed from a given theme. The contests allow the student the opportunity to use the art and/or writing elements and principles that he has acquired in a competitive environment. All competitions are juried and have external rewards. Materials and guidance are provided through the various academic departments.
2. **Badger Boys State:** Sponsored by the Wisconsin American Legion, Badger Boys State forms a "51st State" in which future leaders are encouraged to develop a sense of obligation to the community, state and nation. A committee of the school's Social Studies Department chooses a junior student who is a citizen of the United States to serve as a delegate, and another as an alternate. The delegates from many schools in Wisconsin meet during the summer to carry out all the main functions of state government - taking the basic laws and forms of procedure of the State of Wisconsin as their guide.
3. **Business World:** Sophomores and juniors who are Wisconsin residents are eligible to apply for a scholarship to attend Business World for four days during the summer. Two college campuses host the weeklong activities that give high school students and teachers an opportunity to learn more about the world of business.

4. **German Exchange Program:** German II, III and IV students have the opportunity to visit Germany through the German American Partnership Program (GAPP). Students are accompanied by their teacher and spend time at the seminary's partner school, Gymnasium Johanneum, in Ostbevern, Germany.

Eligibility requirements for travel:

- a. Must be at least 16 years of age
- b. Cannot be on any type of school probation during the semester of travel (including Breakfast Club)
- c. Must be in good financial standing with the seminary
- d. Ministry and alternative involvement hours must be $\frac{3}{4}$ completed
(Down payments for travel can not be refunded.)

XIII. RULE CHANGES

The Administration reserves the right to change any rule or regulation during the school year. Students and parents will be informed of any change.

XIV. APPENDICES

The Student Handbook appendices follow, starting on the next page.

These include:

- A. Social Skills
- B. Honor Code
- C. Behavioral Consequences Chart
- D. Dress Code Chart
- E. Permissions Chart
- F. School Day Schedule
- G. Daily Schedule
- H. Student Services Schedule
- I. School Calendar

Appendix A:

The Social Skills

Social Skill #01: **HOW TO GREET SOMEONE**

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a verbal greeting.

Social Skill #02: **HOW TO INTRODUCE A PERSON**

1. Look at the persons.
2. State the older person's name first.
3. For similar ages, state the woman's name first.
4. Say, "Person A, I'd like you to meet Person B. Person B, this is Person A."
5. End by giving the introduced parties a "conversation starter."

Social Skill #03: **HOW TO ENGAGE IN A CONVERSATION**

1. Greet and look at the person.
2. Use a pleasant voice tone.
3. Ask the person questions, listening closely to the answers.
4. Don't interrupt.
5. Follow-up the person's answers with a comment without changing the subject.
6. Don't try to "top" the other person's comments.

Social Skill #04: **HOW TO INTRODUCE YOURSELF**

1. Greet and look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. State your own name with a short conversation starter.
5. Shake the person's hand (wait for a woman to offer her hand).
6. When departing say, "It was nice to meet you."

Social Skill #05: **HOW TO FOLLOW INSTRUCTIONS**

1. Look at the person.
2. Say "OK" (or "Thank you").
3. If you do not understand the directions, ask appropriate questions.
4. Do the task immediately.
5. Sometimes helpful: Go back and let the person know that the job is finished. You can even ask if there is something else that needs to be done.

Social Skill #06: **HOW TO GET THE TEACHER'S ATTENTION**

1. Look at the teacher.
2. Raise your hand calmly.
3. Wait for acknowledgment.
4. After acknowledgment, respectfully ask your question or give your answer in a calm voice tone that is loud enough to be heard clearly.

Social Skill #07: **HOW TO ACCEPT CORRECTION**

1. Look at the person.
2. Say, "OK."
3. No arguing.
4. It's OK to sincerely ask for suggestions for improvement. ("Sometime when you're not busy, could I ask your advice for this type of situation?")

Social Skill #08: HOW TO MAKE A REQUEST

1. Greet and look at the person.
2. Use a pleasant voice tone.
3. State request specifically.
4. Say "Please."
5. Say "Thank you" after request is granted.

Social Skill #09: HOW TO ACCEPT "NO" FOR AN ANSWER

1. Look at the person.
2. Say "OK."
3. No arguing, whining, or pouting.
4. If you don't understand why, ask calmly if it's appropriate to know why.
5. If you disagree or have a complaint, bring it up later.

Social Skill #10: HOW TO QUESTION A TEST CORRECTION

1. Greet and look at the person.
2. Ask the person "Is there a time I could ask you a question?"
3. Say, "I have a question about problem #..."
4. Thank the person for his or her help.

Social Skill #11: HOW TO ACCEPT RESPONSIBILITY FOR MISBEHAVIOR OR MISTAKES

1. Greet and look at the person.
2. Use a pleasant voice tone.
3. State the misbehavior or mistake clearly.
4. Make a specific statement of responsibility ("It was my fault.") and remorse ("I'm sorry that this happened").
5. State a plan for future appropriate behavior.

Social Skill #12: HOW TO REPORT PEER BEHAVIOR

1. Greet and look at the person.
2. Use a calm voice tone.
3. Request to speak to the adult away from others' hearing.
4. Give a specific description of peer's inappropriate behavior.
5. State a rationale (a reason for telling) for the report.
6. Ask the adult for advice if you feel you need it.
7. Thank the adult for listening.

Social Skill #13: HOW TO REPORT BEING MADE TO FEEL UNCOMFORTABLE

1. Find a trusted adult as soon as possible.
2. Ask to talk to the adult away from others' hearing.
3. Describe the incident that made you feel uncomfortable.
4. Ask the adult for advice if you feel you need it.
5. Thank the adult for listening to you.

Social Skill #14: HOW TO RESIST PEER PRESSURE (OR SAY "NO")

1. Look at the person.
2. Use a calm voice tone.
3. Thank them for including you.
4. Explain that you do not want to participate.
5. Offer an alternative activity.
6. Continue (if necessary) to refuse to participate.
7. Leave the company of anyone who will not accept your "no" or who is doing something you know is wrong.

Social Skill #15: HOW TO REACT TO A NEGATIVE RUMOR

1. Look at the person.
2. Method #1: Say, "I've had only good experiences with...."
3. Method #2: Change the subject.
4. Do not repeat the rumor.
5. If the rumor makes you feel uncomfortable, use the appropriate social skill.

Social Skill #16: HOW TO WALK IN FRONT OF SOMEONE OR BETWEEN TWO PEOPLE WHO ARE TALKING TO EACH OTHER.

1. Look at the person(s).
2. Try to avoid walking in front of them.
3. If impossible, say, "Excuse me, please " and quickly walk by.

Social Skill #17: HOW TO GIVE A COMPLIMENT

1. Greet and look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a positive praise statement.
5. You may want to add a detail that tells why you were impressed with the person's performance.
For example: [Praise statement:] "You really played well during the basketball game yesterday. [Detail:] The way you hustled for the rebounds really helped our team."
6. Be careful not to cancel out your compliment by your next statement.
For example: "You really played well during the basketball game yesterday. I guess it was easy to score points because the other team is so terrible." [Second sentence cancels out the nice compliment made in the first sentence.]

Social Skill #18: HOW TO ACCEPT A COMPLIMENT

1. Look at the person.
2. Smile.
3. Do not disagree with the compliment.
4. If it's appropriate, you can use the compliment as a conversation starter:
E.g., "Thanks. My father started playing basketball with me when I was five years old. I think all that practicing with someone so much bigger really helped me gain confidence."
5. Be sure to thank the person.

Social Skill #19: HOW TO SHOW APPRECIATION

1. Greet and look at the person.
2. For a small kindness, say, "Thank you, _____" (fill in the name).
3. For something larger, add reasons why the help is appreciated.
4. If you have received a gift or been a houseguest, a follow-up "thank you" note is required.

Social Skill #20: HOW TO DISAGREE WITH A PEER APPROPRIATELY

1. Look at the person.
2. Use a pleasant voice tone.
3. Make an empathy/concern statement ("I can see why you feel...").
4. State disagreement specifically.
5. Give a rationale (reasons for your position).
6. Say "Thank You."
7. Avoid name-calling or using "hot button" (fighting) words.

Social Skill #21: HOW TO NEGOTIATE:

1. Look at the person.
2. Use a pleasant voice tone.
3. Listen to other's points without interrupting.
4. Repeat the other person's points.
5. State your own position specifically and clearly.
6. Give rationales for your position.
7. State areas of agreement.
8. Be willing to accept the other's points (compromise).
9. Thank him or her for the willingness to cooperate.

Social Skill #22: HOW TO EXPRESS SYMPATHY

1. Greet and look at the person.
2. Say, "I'm sorry to hear about...."
3. Ask a question that will let the person talk about the loss if the person wants to (e.g., "Had your grandfather been ill?" etc.)
4. Offer assistance.

Social Skill #23: HOW TO STUDY EFFECTIVELY IN STUDY HALL WITHOUT DISTURBING OTHERS

1. Have everything ready before the study hall begins so that you will not have to disturb others.
2. Take a moment to use your assignment calendar to plan your study hall. Set a time limit for each task.
3. Stay focused. Ignore any distractions.
4. Use active study habits. E.g., ask yourself questions, give yourself a test, etc.
5. Review often, not just right before a test.
6. Check off your tasks in your assignment calendar as you finish them.

Social Skill #24: HOW TO EAT WITHOUT EMBARRASSING YOURSELF

1. Put your napkin on your lap.
2. Do not put your elbows on the table until you are finished eating.
3. Be aware of how you look to the others at the table. For example, keep your mouth closed when there is food in it.
4. Do not put your personal utensils into the common dish. Use the spoons provided to put the food on your plate.
5. If you are served a food that is unfamiliar to you, wait for someone older to start eating so that you can find out what the proper way to eat that food is.
6. Make sure that your conversation is appropriate for the table. The table is not a place for arguments or unpleasant news. Saying something like, "A kid in the dorm threw up last night. This stew reminds me of it," isn't going to make you welcome at the table.

Appendix B: SLS HONOR CODE

Explanation: The handbook is long, and there are many provisions that guide students in their behavior. But there are some behaviors that are so important, they are repeated here and each student is asked to promise that he will abide by the handbook in these essential areas.

Respect of Others

I promise to treat other students and staff members with respect.

- I promise to avoid hurting others physically and verbally.

Respect of Property

I promise not to steal or vandalize the belongings of others or to allow stealing or vandalism to go on with my knowledge.

- I understand if I am stealing, I will be subject to possible dismissal.

Items Not Allowed

I promise not to possess any of the items listed as *banned materials* in the handbook.

- These include pornography (printed or other forms), inappropriate CDs, tobacco, or anything that does not reflect the values of SLS.
- I understand that if I have such items, they will be destroyed.
- I understand that St. Lawrence Seminary has a zero tolerance policy with regard to alcoholic beverages and illegal drugs. I understand that if I transport to the seminary, possess, or consume alcoholic beverages or illegal drugs, I will be dismissed.

Academic Honesty

I promise to take my tests and do my homework honestly.

Internet Use

I promise to use the Internet appropriately.

- I promise to use the Internet resource for appropriate purposes only and never to view inappropriate sites.
- I promise not to maintain or be identified on a personal web page or blog site which depicts illegal or inappropriate behavior.

I promise to keep these commitments, and I understand that if I do not, serious consequences will result.

Student: _____

Parents: The student handbook of St. Lawrence Seminary outlines some of the ways that students adjust their behavior so that they can be successful at the seminary. The five areas above are essential to our school. Please discuss these with your son so that he understands their importance and so that he knows that you support SLS in enforcing the rules in these areas.

Signature of parent(s): _____

Appendix C: Reactions to behavioral observations contrary to SLS rules and social skill expectations.

| | Peer Reminder | Faculty/Staff Intervention | Administration Intervention | | | | Dismissal |
|----------------|--|--|------------------------------------|-------------------------|---|---|---|
| Results | Student is reminded of appropriate behavior. | Student is reminded of appropriate behavior. Consequences may be assigned. | Warning | Community Service Hours | Detention | Probation | Student is no longer a part of the SLS community. |
| | | | ▪ Specific Directions | ▪ One hour of work. | ▪ Parents notified ▪ 3 Hours of reflection | ▪ Parents notified ▪ Contract signed | |

Other interventions:

| | Referred to Guidance Department | Referred to Peer Mediation |
|----------------|--|-----------------------------------|
| Results | A counseling session | Peer mediation |

Reactions to behavioral observations of exemplary and/or repetitive community building efforts.

| | Peer Recognition | Staff Recognition | Positive Report | Community Builder Award | Special Awards |
|----------------|--|---|--|--|---|
| Results | A student recognizes another student's contribution. | A faculty/staff member recognizes a student's contribution. | <ul style="list-style-type: none"> A faculty/staff member observes exemplary or repeated positive behaviors and files a report. This cancels out one negative report that did not result in consequences. Weekly listing of reports. | Along with other criteria, each quarter students who have contributed positively are recognized. | Recognize a high school career of positive contributions. |

Types of Probation:

| | Academic Probation | Behavioral Probation Level I | Behavioral Probation Level II | Attitudinal Probation |
|----------------|--|--|--|---|
| Reason | <ul style="list-style-type: none"> • 2 Ds • 1 F • Low GPA | Serious or repeated negative behaviors | Extremely serious negative behaviors | Serious concerns about a student's attitude that has affected the student's contributions at SLS |
| Results | <ul style="list-style-type: none"> ▪ Weekly progress reports ▪ Weekly meetings with Academic Dean ▪ Academic goals set ▪ Special study halls | <ul style="list-style-type: none"> ▪ Contract ▪ 10 weekly meetings with advisor ▪ 5 detentions ▪ 5 community service hours | <ul style="list-style-type: none"> ▪ Contract ▪ 10 weekly meetings with advisor ▪ 5 detentions ▪ 5 community service hours ▪ Any serious concerns that arise during probation result in immediate dismissal | <ul style="list-style-type: none"> ▪ Scheduled meetings with the Rector ▪ Goal setting ▪ Weekly review |

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Examples of some standard consequences:

| | Community Service Hour | Detention | Administration Intervention | Possible Dismissal |
|-----------------|--|---|---|--|
| Examples | <ul style="list-style-type: none"> ▪ Second Dress Code violation ▪ Accumulation of minor incidents | <ul style="list-style-type: none"> ▪ Unexcused missed work crew ▪ Dismissed from class or study hall ▪ Overdue Community Service Hours | <ul style="list-style-type: none"> ▪ Honor Code violations | <ul style="list-style-type: none"> ▪ Clear indication of stealing |

Appendix D: Dress Code:

| | General Norms | Sunday Dress | Special Event Dress | School Dress | Casual Dress | Off Campus |
|--------------------|---|--|--|--|--|---|
| When | <ul style="list-style-type: none"> ▪ Always | <ul style="list-style-type: none"> ▪ Sunday liturgy ▪ Other occasions when announced | <ul style="list-style-type: none"> ▪ Special occasions when announced | <ul style="list-style-type: none"> ▪ School day breakfast ▪ Daily classes ▪ Weekday liturgies ▪ When announced | <ul style="list-style-type: none"> ▪ All other times | <ul style="list-style-type: none"> ▪ School Sponsored Events |
| Description | <ul style="list-style-type: none"> ▪ Reflects values of the seminary ▪ Reflects appropriate attitude for event ▪ Creates proper atmosphere for event ▪ Modest | <ul style="list-style-type: none"> ▪ Good dress pants <ul style="list-style-type: none"> ○ No outside stitch ○ No metal rivets ▪ Belt ▪ No suspenders ▪ No SLS sweatshirts ▪ Dress shirt with fold-over collar ▪ Cloth tie ▪ Dress shoes ▪ Dark socks ▪ Optional: <ul style="list-style-type: none"> ○ Suit-coat ○ Sport-coat ○ Vest ○ School Sweater | <ul style="list-style-type: none"> ▪ Sunday dress code with a school shirt ▪ School sweater if desired ▪ (School clothes from the waist up, Sunday clothes from the waist down) | <ul style="list-style-type: none"> ▪ Wash and wear pants or jeans <ul style="list-style-type: none"> ○ Not faded ○ Not frayed ○ Not excessively long ▪ Belt ▪ Polo shirt <ul style="list-style-type: none"> ○ Solid color ○ Long or short sleeves ○ 3 or 4 buttons ○ No logos (small shirt brand logo = OK) ▪ Shoes (sandals when announced) ▪ Socks ▪ No sweatshirts (hooded or not) during the school day ▪ Optional: <ul style="list-style-type: none"> ○ School sweater ○ SLS senior sweatshirt | <ul style="list-style-type: none"> ▪ Appropriate clothing | <ul style="list-style-type: none"> ▪ Dress code is determined by those sponsoring the event. |

| | Prohibited | Seasonal | Special | Hair Code |
|--------------------|---|---|--|--|
| Description | <ul style="list-style-type: none"> ▪ Tattoos ▪ Earrings ▪ Body pierced jewelry ▪ Racist, sexist or vulgar messages ▪ Alcohol or drug promoting messages ▪ Caps or hats indoors ▪ Jackets when in indoor meeting areas.(e.g. classrooms, dining room, chapel, auditorium) ▪ Chains attached to clothing ▪ Sagging pants ▪ Excessive or distracting jewelry (at the discretion of the Dean of Students) ▪ Dyed hair ▪ Exotic or bizarre hairstyle <p>Returning to SLS with dyed hair or inappropriate facial hair</p> | <ul style="list-style-type: none"> ▪ Clothing must always be appropriate to the weather. ▪ Outside winter wear: (SLS declaration of "winter") <ul style="list-style-type: none"> ○ Jacket or coat (Sweatshirts do not meet this requirement.) ○ Socks ○ No shorts ○ No sandals | <ul style="list-style-type: none"> ▪ Chapel and Dining Room <ul style="list-style-type: none"> ○ No tank tops ○ Shoes and shirt are required. ▪ Athletic wear must be worn in athletic areas (e.g., gym). ▪ Students leaving for athletic activities during or immediately after the school day: <ul style="list-style-type: none"> ○ May wear uniforms or warm-ups for PM classes ○ Shirts tucked in | <ul style="list-style-type: none"> ▪ Hair must be: <ul style="list-style-type: none"> ○ Conventional ○ Neat ○ Clean ○ Of reasonable length, not touching the shirt collar ▪ Facial Hair: <ul style="list-style-type: none"> ○ Freshmen and sophomores must be clean-shaven. ○ Juniors and seniors may have neatly trimmed mustaches. |

Appendix E: Permissions Chart

| Type of Absence | Permission from: | Sign out: | Comments |
|---|--------------------------------------|--|--|
| Local Area Hiking and Biking | The Rector or assigned administrator | Podium | <ul style="list-style-type: none"> • Permission is never given after supper • Local Area is defined as the 8 mile radius surrounding the campus • Walking on roadways that do not have sidewalks must be on the road shoulder, facing traffic, and with no more than two abreast. |
| Mall Trip | Director of Student Activities | Bus List prepared by the Director of Student Activities | All are to be on time for departure and return. |
| Medical Appointment | Nurse | Nurse | If parent is transporting, permission from the Rector must be obtained. |
| Off Campus Guidance Testing | Guidance Counselor | Podium | |
| Co-curricular Events | Activity Sponsor via Rector | Bus List prepared by the activity sponsor | When an activity sponsor assigns a student to an off-campus activity, he has automatic permission to leave campus according to the conditions specified by the activity sponsor. |
| Drivers' Education Practice | Drivers' Education Instructor | Podium | |
| Field Trips <ul style="list-style-type: none"> • Class • Ministry | The Rector | Bus List prepared by the faculty/staff sponsor in charge of the trip | |

| | | | |
|---|--------------------------------------|---------------------------------------|--|
| Special Family Occasions | The Rector (overnight sign-out form) | Podium | Includes funerals, weddings, Confirmations, First Communions, Baptisms, or graduation of members of the immediate family; also silver and golden wedding anniversaries of parents and grandparents |
| Regularly Scheduled School Vacation | None | Dorm Supervisors collect information. | <ul style="list-style-type: none"> • The Rector approves transportation arrangements. • Return is to be by 8:30 PM. |
| Fans at Home Baseball Games Played in Mt. Calvary | None | Podium | <ul style="list-style-type: none"> • All fans should go directly to the game and come directly back to the seminary after the game. • Going to other destinations is not allowed. • Attending a game does not relieve a student of the need to take care of his responsibilities. |

General notes:

1. Any time that a student signs out at the podium, he must sign back in at the podium when he returns to campus.
2. Students are to return before the next community function.
3. Students are not allowed to enter any bar or tavern.
4. When a student returns to campus, he must immediately join whatever activity is in progress, even if he joins the activity after it has started. When the activity is over, the student should excuse himself to the faculty/staff present.
5. Each student who is driven in a seminary vehicle for personal business is required to reimburse the seminary for the use of that vehicle. The business office sets a schedule listing the costs involved in trips to various locations.

Appendix F: St. Lawrence Seminary School Day Schedules

| | Regular | Friday | A9 | A5 | A59 |
|---------------|----------------|---------------|-----------|-----------|------------|
| 6:20 | Rising | Rising | Rising | Rising | Rising |
| 6:45 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 7:15 | Prayer | | Prayer | Prayer | Prayer |
| 7:30 - 8:15 | Per 1 | Liturgy | Per 1 | Per 1 | Per 1 |
| 8:20 - 9:05 | Per 2 | Per 1 | Per 2 | Per 2 | Per 2 |
| 9:10 - 9:55 | Per 3 | Per 2 | Per 3 | Per 3 | Per 3 |
| 10:00 - 10:45 | Per 4 | Per 3 | Per 4 | Per 4 | Per 4 |
| 10:50 - 11:35 | Per 5 | Per 4 | Per 5 | Per 6 | Per 6 |
| 11:40 - 12:15 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:20 - 1:05 | Per 6 | Per 6 | Per 6 | Per 7 | Per 7 |
| 1:10 - 1:55 | Per 7 | Per 7 | Per 7 | Per 8 | Per 8 |
| 2:00 - 2:45 | Per 8 | Per 8 | Per 8 | Per 9 | |
| 2:50 - 3:35 | Per 9 | | | | |

| | Meeting | SA w/o Liturgy | | SA with Liturgy | | Late Start |
|---------------|----------------|-----------------------|---------------|------------------------|---------------|-------------------|
| 7:15 | Prayer | Prayer | 7:15 | Prayer | 8:10 | Rising |
| 7:30 - 8:05 | Per 1 | Per 1 | 7:30 - 8:05 | Per 1 | 8:35 | Breakfast |
| 8:10 - 8:45 | Per 2 | Per 2 | 8:10 - 8:45 | Per 2 | 9:00 - 9:35 | Per 1 |
| 8:50 - 9:25 | Per 3 | Per 3 | 8:50 - 9:25 | Per 3 | 9:40 - 10:15 | Per 2 |
| 9:30 - 10:05 | Per 4 | Per 4 | 9:30 - 10:05 | Per 4 | 10:20 - 10:55 | Per 3 |
| 10:10 - 10:45 | Per 5 | Per 6 | 10:10 - 10:45 | Per 6 | 11:00 - 11:35 | Per 4 |
| 10:50 - 11:25 | Per 6 | Per 7 | 10:50 - | Liturgy | 11:40 - 12:15 | Lunch |
| 11:30 - 12:00 | Lunch | Lunch | 11:40 - 12:05 | Lunch | 12:20 - 12:55 | Per 5 |
| 12:05 - 12:40 | Per 7 | Per 8 | 12:10 - 12:45 | Per 7 | 1:00 - 1:35 | Per 6 |
| 12:45 - 1:20 | Per 8 | | 12:50 - 1:25 | Per 8 | 1:40 - 2:15 | Per 7 |
| 1:25 - 2:00 | Per 9 | | | | 2:20 - 2:55 | Per 8 |
| 2:30 | Meeting | | | | 3:00 - 3:35 | Per 9 |

Appendix G: St. Lawrence Seminary Daily Schedule

Monday – Friday

| | |
|-------------|--------------------------------|
| 6:20 AM | Rise |
| 6:45 AM | Breakfast |
| 7:15 AM | Morning Prayer (except Friday) |
| 7:30 AM | Start School Day |
| 3:50 - 5:30 | Sports/Intramurals |
| 6:00 PM | Supper (Friday = 5:30-6:30 PM) |
| 6:30 PM | Work Crews |
| 7:15 PM | Monday: Music Assembly |
| | Tuesday: Evening Prayer |
| | Wednesday: Community Liturgy |
| | Thursday: Fraternity Prayer |
| 7:30 PM | Freshman Study Hall |
| 7:30 - 8:30 | Study Hall (except Friday) |

Saturday:

| | |
|-------------|----------------|
| 7:45 – 9:45 | Breakfast |
| 11:30-12:00 | Lunch |
| 5:30-6 PM | Supper |
| 7:30 PM | Evening Prayer |

Sunday:

| | |
|-------------|---------------------|
| 8:00 AM | Rising |
| 8:25 AM | Work Crews |
| 9:00 AM | Breakfast |
| 10:15 AM | Sunday Liturgy |
| 11:30-12:00 | Lunch |
| 6:00 PM | Supper |
| 7:30 PM | Evening Prayer |
| 7:45 - 8:30 | Freshman Study Hall |

Student Retiring Times

Sunday - Thursday

| | |
|------------|----------|
| Freshmen | 10:15 PM |
| Sophomores | 10:15 PM |
| Juniors | 11:00 PM |
| Seniors | 11:15 PM |

Friday - Saturday

| | |
|------------|----------|
| Freshmen | 11:15 PM |
| Sophomores | 11:30 PM |
| Juniors | 12:15 AM |
| Seniors | 12:30 AM |

Appendix H: St. Lawrence Seminary Student Services Schedule

Student Health

Monday - Friday 7:00 AM - 4:30 PM

Telephone Calling Hours (Incoming Calls)

Monday - Thursday 3:45 PM - 5:45 PM
8:30 PM - 9:45 PM
Friday 3:45 PM - 5:45 PM
6:30 PM - 9:45 PM
Saturday 10:00 AM - 11:30 AM
12:00 PM - 5:45 PM
6:30 PM - 9:45 PM
Sunday 12:30 PM - 5:30 PM
6:30 PM - 7:25 PM
8:45 PM - 9:45 PM

Outgoing Mail Pick-up

Monday - Friday 3:00 PM

Student Bank

Monday - Friday after classes, for 15 minutes
Monday - Thursday 8:35 PM - 8:50 PM
Friday 8:35 PM - 8:50 PM
Saturday immediately after lunch, for 15 minutes
Sunday immediately after Liturgy, for 15 minutes
8:35 PM - 8:50 PM

*The Bank will also open from 9:00 PM to 9:30 PM on the day students return from a vacation or home weekend.

Music Practice Room Hours

Monday - Thursday 3:45 PM - 5:45 PM
6:45 PM - 9:45 PM
Friday 3:00 PM - 10:30 PM
Saturday 10:00 AM - 10:30 PM
Sunday 12:00 Noon - 9:45 PM

Library Hours

Monday - Thursday after classes - 5:15 PM
after night prayer - 9:45 PM.
Friday closed after classes
Saturday closed
Sunday 1:30 PM - 5:30 PM
after night prayer - 9:00 PM

School Computer Lab

| | |
|-------------------|---|
| Monday - Thursday | after classes - 5:15 PM PM Study Halls - 9:30 PM |
| Friday | 7:00 - 10:00 PM |
| Saturday | 10:00 - 11:00 AM 1:30 - 5:30 PM |
| Sunday | 1:30 - 5:30 PM PM Study Halls - 9:00 PM |

Student Computer Room

| | |
|-------------------|---|
| Monday - Thursday | 4:30 PM - 5:30 PM 8:45 PM - 9:45 PM |
| Friday | 7:00 PM - 10:00 PM |
| Saturday | 10:00 AM - 11:30 AM 12:30 PM - 5:30 PM |
| Sunday | 1:30 PM - 5:30 PM |

Canteen

| | |
|-----------------|--|
| Monday - Friday | 3:45 PM - 4:05 PM 8:45 PM - 9:15 PM |
| Saturday | 3:00 PM - 3:30 PM 9:00 PM - 9:30 PM |
| Sunday | 3:00 PM - 3:30 PM |

Fitness Center

| | |
|-------------------|---|
| Monday - Thursday | 8:45 PM - 10:00 PM |
| Friday | 7:00 PM - 10:00 PM |
| Saturday | 10:00 AM - 11:30 AM 12:30 PM - 5:30 PM |
| Sunday | 7:00 PM - 9:00 PM 1:30 PM - 5:00 PM |

*Fitness Center may open at other times with supervision.

Gym Hours

| | |
|-------------------|--------------------------|
| Monday - Thursday | after school to 10:00 PM |
| Friday | after school to 11:15 PM |
| Saturday | all day to 11:15 PM |
| Sunday | all day to 6:00 PM |

Revised: July 25, 2006

Appendix I: School Calendar

St. Lawrence Seminary

2006-2007 School Calendar

| July 06 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- August**
- 16 New Faculty/Staff orientation
 - 17 Faculty/Staff Orientation
 - 18 Registration for Seniors
 - 19 General Registration
 - 20 Student orientation
 - 21 First Day of Classes

| August 06 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- September**
- 4 Labor Day
 - 12 Midquarter
 - 16 Hilltopper
 - 24 Family Day

| September 06 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- October**
- 4 Feast of St Francis
 - 5 First Quarter ends
Free Weekend begins at 1:00 pm
 - 8 Students return by 8:30 pm

| October 06 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 15 Capuchin Sesquicentennial
- 18 Testing Day
- 30 Spirit week begins

| November 06 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- November**
- 4 Parent-Teacher Conferences
 - 7 Midquarter
 - 8 Sr/Jr Retreat 11/8-10
 - 10 So/Fr Retreat
 - 21 Thanksgiving break begins at 1:00 pm

| December 06 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 26 Students return by 8:30 pm

- December**
- 15 Christmas Concert
First semester ends
 - 16 Students dismissed at 8:00 am

- January**
- 7 Students return by 8:30 pm
 - 27 34th Winter Carnival

- February**
- 21 Ash Wednesday

- March**
- 9 End of 3rd quarter
Winter Break begins at 1:00 pm
 - 18 Students return by 8:30 pm

- April**
- 6 Easter break begins at 1:00 pm
 - 8 Easter Sunday

- 15 Students return by 8:30 pm
- 18 Midquarter
- 29 Confirmation

- May**
- 4 School Play
 - 5 School Play
 - 6 School Play
 - 16 100th Field Day

- 18 Graduation Banquet
- 20 Graduation
- 24 Last day of classes

| January 07 | | | | | | |
|------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| February 07 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| March 07 | | | | | | |
|----------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| April 07 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| May 07 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| June 07 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

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Appendix J: Addendum

1. **Reporting of Violence or Threats of Violence**

Any student who receives a note, or hears or overhears a conversation, or possesses knowledge of a threatened act of violence or is aware of intimidation, hazing or harassment must report the incident to an adult on the staff. The person who has been notified of the incident must immediately report the incident to the Rector or Dean of Students. An investigation shall be conducted in a timely manner. If the allegation is confirmed, appropriate action will be taken.

2. **Work Crews**

- a. Be on time.
- b. Use the work crew time well. Look for tasks that need to be done (i.e. dusting window sills).
- c. Students may not change the times that the work crew is done. If any change is done it must come through the faculty supervisor in consultation with the Dean of Students.
 - i. Each student is required to work 3 hours per week.
 - ii. Work crews remain working and in their area until 6:50 PM. during the Monday - Friday times and until 8:55 AM on Sunday mornings.
 - iii. Students will normally not be paged to work crew.
- d. If a student is going to be absent he needs to ask permission from the faculty supervisor, then get a sub and/or make the proper arrangements with the faculty supervisor.
- e. Students are to cooperate with the Senior Supervisor.
- f. Senior Supervisors are not to use intimidation. A student having difficulty with his Senior Supervisor should see the faculty supervisor or Dean of Students to resolve the issue.
- g. Stay out of faculty offices unless specifically told to clean the office.
- h. No one is to be on computers in the areas that are being cleaned.
- i. Turn off lights, close curtains and check windows.
- j. Report equipment repairs and materials needed to the supervisor.
- k. Place the appropriate items in the labeled containers — *Trash*, *Recyclable Paper*, and *Other Recyclables*.

3. **Computer Lab**

- a. Students may not “lock” a computer as way of reserving it for a later time.
- b. The number of megabytes each student is allowed is 100.
- c. The practice of automatic opening of Instant Messaging is not allowed. Students may click on the icons for messaging during the times when messaging is allowed.
- d. Backgrounds and “wallpaper” used on computers follow the same rules regarding posters.

4. **Bus**

Students are not to use the back door of any bus and nothing is to be outside the windows.

2006-2007 St. Lawrence Seminary School Day Schedule - Revised 10/18/06

| | Regular | Friday | A9 | A5 | A59 |
|-------------|----------------|---------------|-----------|-----------|------------|
| 6:20 | Rising | Rising | Rising | Rising | Rising |
| 6:45 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 7:10 | Prayer | | Prayer | Prayer | Prayer |
| 7:25-8:10 | Per 1 | Liturgy | Per 1 | Per 1 | Per 1 |
| 8:15-9:00 | Per 2 | Per 1 | Per 2 | Per 2 | Per 2 |
| | snack | snack | snack | snack | snack |
| 9:15-10:00 | Per 3 | Per 2 | Per 3 | Per 3 | Per 3 |
| 10:05-10:50 | Per 4 | Per 3 | Per 4 | Per 4 | Per 4 |
| 10:55-11:40 | Per 5 | Per 4 | Per 5 | Per 6 | Per 6 |
| 11:45-12:20 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:25-1:10 | Per 6 | Per 6 | Per 6 | Per 7 | Per 7 |
| 1:15-2:00 | Per 7 | Per 7 | Per 7 | Per 8 | Per 8 |
| 2:05-2:50 | Per 8 | Per 8 | Per 8 | Per 9 | |
| 2:55-3:40 | Per 9 | | | | |

| | Meeting | SA/ w/o Lit |
|-------------|------------------------|--------------------|
| 7:10 | Prayer | Prayer |
| 7:25-8:00 | Per 1 | Per 1 |
| 8:05-8:40 | Per 2 | Per 2 |
| 8:45-9:20 | Per 3 | Per 3 |
| | snack | snack |
| 9:35-10:10 | Per 4 | Per 4 |
| 10:15-10:50 | Per 5 | Per 6 |
| 10:55-11:30 | Per 6 | Per 7 |
| 11:35-12:05 | Lunch | Lunch |
| 12:10-12:45 | Per 7 | Per 8 |
| 12:50-1:25 | Per 8 | |
| 1:30-2:05 | 9 th Period | |
| 2:30 | Meeting | |

| | SA w/Lit |
|-------------|-----------------|
| 7:10 | Prayer |
| 7:25-8:00 | Per 1 |
| 8:05- 8:40 | Per 2 |
| 8:45-9:20 | Per 3 |
| | snack |
| 9:35-10:10 | Per 4 |
| 10:15-10:50 | Per 6 |
| 10:55- | Liturgy |
| 11:45-12:10 | Lunch |
| 12:15-12:50 | Per 7 |
| 12:55-1:30 | Per 8 |

| | Late Start |
|-------------|-------------------|
| 8:10 | Rising |
| 8:35 | Breakfast |
| 9:00-9:35 | Per 1 |
| 9:40-10:15 | Per 2 |
| 10:20-10:55 | Per 3 |
| 11:00-11:35 | Per 4 |
| 11:40-12:15 | Lunch |
| 12:20-12:55 | Per 5 |
| 1:00-1:35 | Per 6 |
| 1:40-2:15 | Per 7 |
| 2:20-2:55 | Per 8 |
| 3:00-3:35 | Per 9 |