

MOUNT MICHAEL BENEDICTINE SCHOOL

STUDENT HANDBOOK 2016-2017

SCHOOL ADMINISTRATION

Head of School:	Dr. David Peters
Director of Guidance:	Mrs. Noelle Kunkel
Administrative Assistant:	Ms. Gail Raabe
Dean of Students:	Mr. David Cormier
Curriculum Director:	Mr. Jason Mackeprang
Student Advocate/Activities Coordinator:	Mrs. Christy Crnkovich
Athletic/Activities Director:	Mr. Jon Borer
Director of Admissions:	Mr. Dylan Parlor
Business Manager:	Rev. Louis Sojka, O.S.B.
Deans:	Mr. Tim Struckman, Freshmen Mr. Charles Dudek, Sophomores Mr. Jacob Connealy, Juniors Mr. Paul Hotovy, Seniors TBA, Seven-day boarders

MISSION STATEMENT

Mount Michael Benedictine School is a Catholic college preparatory residential/day high school rooted in Benedictine values for young men committed to excellence. Students develop spiritually, intellectually, and socially through the comprehensive curriculum and communal experience to become future leaders.

PHILOSOPHY STATEMENT

Mount Michael Benedictine School continues the educational tradition established by the monks of Mount Michael Abbey in 1956. Since the sixth century, followers of St. Benedict have lived the monastic life of worship and work, seeking to integrate a life of spirituality, scholarship, and the formation of Christian community. Today the monks of Mount Michael, together with dedicated lay people, are committed to continuing this educational mission by conducting a Catholic, college-preparatory resident school.

At Mount Michael the Benedictine tradition embodies a fundamental respect for learning and the intellectual and spiritual quest for truth in a family-like setting. It encourages individuals to reach for excellence within a community that embraces academic, social and spiritual values.

At Mount Michael the core of the academic program is a college-preparatory curriculum. This enables the students to become inquiring learners, appreciative of their heritage, responsive and committed to the challenges of the future.

At Mount Michael the monks, lay faculty, and staff instill the value of moral leadership so that Mount Michael students may live in harmony with each other, their families and the community at large. At Mount Michael, the search for God is fundamental to understanding the meaning of life: Christian charity is grounded in our relationships with ourselves, our families and all whom we meet.

INTRODUCTION

Mount Michael Benedictine School is a Catholic college preparatory school for boys, encompassing grades 9 through 12, conducted by the Benedictine Monks of Mount Michael Abbey.

Mount Michael is a Christian community which strives to provide the stimulation and encouragement for a young man to grow intellectually, personally and spiritually.

The success of the Mount Michael experience depends on the active cooperation of all the monks, faculty, students, and families who make up the greater Mount Michael community in working toward the community's common goals.

Mount Michael Benedictine School believes that for harmonious living and for the wholesome development of the student, a well-regulated life is fundamental. Like any community, a school must observe certain rules and must outline for its students certain guidelines and directions intended to contribute to communal living.

In developing the rules and policies for Mount Michael Benedictine School, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The Head of School, the Dean of Students and the Deans have the authority to use their discretion in unforeseen circumstances.

Students are also responsible for the directions pertaining to their respective living areas.

NOTICE

This Student/Parent Handbook is provided for information purposes only and does not constitute a contractual agreement between Mount Michael Benedictine School and any student. The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, modify or abolish any of the handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon Mount Michael Benedictine School's right to institute any course of disciplinary action which it believes is necessary and consistent with its Catholic educational mission.

MOUNT MICHAEL BENEDICTINE VALUES

Taken from the history of the Benedictine order and the Rule written by St. Benedict, Mount Michael emphasizes the following core Benedictine values:

COMMUNITY: "They should each try to be the first to show respect to the other...earnestly competing in obedience to one another." (Rule of St. Benedict 72:4,6)

HOPITALITY: "All guests who present themselves are to be welcomed as Christ, for he himself will say, 'I was a stranger and you welcomed me.'" (RB 53:1)

INTEGRITY: "Your way of acting should be different from the world's way; the love of Christ should come before all else." (RB 4:20-21)

SERVICE: "No one is to pursue what is judged best for oneself, but instead, what is better for someone else." (RB 72:7)

MODERATION: "All things are to be done with moderation." (RB 48:9)

We try to have these values guide our entire life at Mount Michael to live as St. Benedict emphasized, "That in all things God may be glorified." (1 Peter 4:11, RB 57:9)

MOUNT MICHAEL HONOR CODE

Mount Michael challenges each student to develop to his full potential in every aspect. At its core, Mount Michael strives to instill ethical values as an integral part of each student's educational experience. Intrinsic to the strengthening of a moral consciousness are respect, honesty and trustworthiness. The Mount Michael Honor Code is dedicated to developing maturity in these areas.

RESPECT means valuing the person and property of others. It also means treating each person as you want to be treated, as Christ would treat any person. It means you affirm the worth of others regardless of race, creed, ethnicity or gender.

HONESTY means uprightness of character, a firm adherence to the truth. Honesty implies the refusal to lie or deceive in any way. Honesty includes sincerity, truthfulness, candor, openness and straightforwardness.

TRUSTWORTHINESS means integrity - that is the development of character so that one's trust is never questioned. It implies dependability and incorruptibility.

To develop these values, students at Mount Michael will avoid:

Discrimination which encompasses, but is not limited to, the following:

- Avoiding all racial, ethnic and gender slurs
- Acting in a superior manner over others

Cheating which encompasses, but is not limited to, the following:

- Dealing dishonestly or deceptively to obtain advantage for oneself
- Willfully giving or receiving an unfair, dishonest or unscrupulous advantage over other students
- Giving one's work to another student

Plagiarizing which encompasses, but is not limited to, the following:

- Presenting as one's own work, the opinions, sequence of ideas, arrangement of materials or thoughts of someone else without proper acknowledgment
- Submitting the same piece of work in more than one class
- Obtaining papers from the Internet or elsewhere

Lying which encompasses, but is not limited to, the following:

- Any form of verbal deceit
- Giving incomplete, misleading information
- Feigning illness to be excused from class and/or any school related activity

Responsibilities:

Students will:

- Avoid all situations that might contribute to discriminating, cheating, plagiarizing and lying
- Be leaders in encouraging fellow students to avoid any discriminatory actions or words toward anyone
- Remind fellow students of the importance of following the Honor Code, especially if a student observes an infraction of it

Parents will:

- Be knowledgeable of the Mount Michael Honor Code
- Support Mount Michael in enforcing the Honor Code

Teachers will:

- Specify to the students under what conditions working together is acceptable and when it is cheating
- Be strong role models, who provide classroom environments that strongly discourage discrimination and opportunities for cheating
- Remind students frequently of the Honor Code and what is expected of the students any time an assignment is given
- Take immediate actions when any violation of the Honor Code is apparent to them

Administrators will:

- Support the faculty, counsel students and maintain records so as to create a school-wide environment that supports the Honor Code

Consequences:

Consequences for violations to the Honor Code can be found in the disciplinary section of the Student Handbook.

CONDUCT OF MOUNT MICHAEL STUDENTS

Mount Michael students will:

1. Attend classes on time with proper materials, prepared to work.
2. Contribute to the teaching/learning environment, and not detract from it.
3. Act respectfully and cooperate with school personnel and fellow students.
4. Care about the appearance and reputation of their school and work to maintain its positive image.

Since we consider it essential that a student show by his attitude and conduct that Mount Michael is the right school for him and that he sincerely wishes to be here, every student is subject to review at the end of each quarter on a disciplinary basis. If it is the judgment of the faculty that these essential elements are lacking, he may be referred to one of the Disciplinary boards. If a problem is on-going, or there is an accumulation of minor offenses, the student and his family will be informed and suggestions for improvement will be made.

ACADEMICS - REQUIRED COURSE WORK

FRESHMEN

Algebra I
Theology
Foreign Language
Physical Education

Geometry
English
Intro. to Social Studies
Computer Applications

Biology
Speech
Study Skills

Electives:

Art
Drafting
Writing Elective

Band
Robotics
Intro. to Theatre

Chorus
Advanced Speech

SOPHOMORES

Algebra II
Computer Science
Government

Chemistry
Foreign Language
Economics

Theology
English II

Electives:

Art
Robotics
Writing Elective
Hon. Academic Decathlon

Band
Drafting
Advanced Speech
Strength & Conditioning

Chorus
Intro. to Theatre
Journalism I
Physical Education

JUNIORS:

Am. History
English III
Pre-Calculus

AP Am. History
AP English Language
College Planning

Theology
Physics

Electives:

Art

Chorus

Band

Drafting
Honors Spanish III
Physical Education
Strength & Conditioning
Advanced Speech
World Religions

Intro. to Theatre
Honors French III
Journalism
Hon. Academic Decathlon
Writing Elective

Robotics
Cyber Security
Honors Organic Chemistry
Sociology
Nebraska History

SENIORS:

English
European History
Hon. Physics
Honors Organic Chemistry
Pre-Calculus
Hon. Calculus III

AP English Literature
AP European History
AP Biology
Forensic Science
AP Calculus

Theology
College Planning
Anatomy
College Algebra
Hon. Calculus

Electives:

Art
Drafting
Honors Spanish IV
Physical Education
Strength & Conditioning
Advanced Speech
World Religions

Chorus
Intro. to Theatre
Honors French IV
Journalism
Hon. Academic Decathlon
Writing Elective

Band
Robotics
Cyber Security
Personal Finance
Sociology
Nebraska History

*All students enrolled in AP classes MUST take the AP exam, unless they are taking the class for dual enrollment college credit. Not taking the AP exam may result in a course grade reduction.

DROPS AND ADDS

"Drops and Adds" will be the rare exception. A student who wishes to drop or add a course may only do so during the first week of a semester. Absolutely no drops will be allowed thereafter. The student needs to inform the principal and guidance counselor of his intent. This process will include the signatures of the following: instructor, guidance counselor, and principal. Parent's verification is necessary via e-mail, phone or written. Once the signatures are obtained, the drop/add slip must be submitted to the office before the class change will be made official.

Any student (with parental permission) or parent wishing to make a schedule change on or after May 15, 2016 will be assessed a \$50 administrative fee before the change will be made.

DEAN'S LIST

The requirements for achieving the Dean's List are as follows:

1. A satisfactory evaluation in conduct and application.
2. A minimum grade point average of 3.5 for First Honors.
3. A minimum grade point average of 3.0 for Second Honors.
4. No more than 10 demerits in the first semester, and/or a maximum of 15 demerits for the year.

5. A student who receives a D, F or Incomplete will not be eligible for the Dean's List.
6. A student who violates the absence and tardy policies (below) may be ineligible for the Dean's List.

NATIONAL HONOR SOCIETY

The Edward E. Malone Chapter of the National Honor Society strives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Mt. Michael Benedictine School. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class who have a minimum cumulative G.P.A. of 3.0 and are actively involved in activities both inside and outside of Mount Michael. Furthermore, students who have not exceeded 10 residential or school demerits for the year, or a total of 15 demerits from both categories, may be admitted to candidate for selection to membership. Their eligibility shall then be considered based on their service, leadership and character. Students exceeding the demerit limit at any point in the candidate process may be denied consideration for membership. Notification will be given to the eligible student candidate who must complete the membership requirements for NHS and return these materials on or before the set deadline. The final selection of members to the local NHS chapter shall be by a majority vote of the NHS Faculty Council.

Members who fail to uphold the standards by which they were selected may be dismissed or suspended. Additional information on the NHS and its activities may be obtained from the chapter adviser.

GRADING SYSTEM

The following grading system is used as a guideline to evaluate the scholastic progress of our students.

1. A - indicates work of outstanding quality
2. B - indicates work of superior quality
3. C - indicates work of average quality
4. D - indicates work of inferior quality, but sufficient to allow credit to be granted for the course
5. F - indicates work of such poor quality that no credit can be given for the course
6. I (Incomplete) - indicates that the student failed to complete a class, or was absent for a major examination. This is only used in case of illness or other extreme situations. The incomplete must be made up within a two-week period.
7. S (Satisfactory)
8. U (Unsatisfactory)

If a student fails a required class at semester, he will need to complete the class via independent study through UNL, Metropolitan Community College or Sylvan Learning Center to graduate.

In general, a student will not be allowed to do extra credit to improve his grade.

VALEDICTORIAN/SALUTATORIAN: The Valedictorian and Salutatorian of each class are selected based on the following criteria:

1. The student must have started Mount Michael by the first semester of his sophomore year and computation of his GPA will begin at that time.
2. The student must be in good standing with 10 or fewer demerits for the first three quarters of his senior year.

3. Valedictorian/Salutatorian status will be validated by the third quarter grade reports of their senior year. Students will then be informed of their status.
4. In the event of a tie, Mount Michael will recognize a co-valedictorians and eliminate the salutatorian.
5. The valedictorian chosen will be asked to address the general assembly during commencement exercises.

ACADEMIC PROBATION

The college preparatory nature of the Mount Michael program requires that a student maintain a minimum grade point average of 2.0 (C) for any given semester as well as a cumulative average for continuance in the school and recommendation to college.

A student who falls below a 2.0 at the end of any semester or fails any required course may be placed on academic probation. The Academic Board, in consultation with the student's current instructors, will determine the conditions and duration of the probationary period. This Board will prepare a statement for the student, his parents and the faculty explaining the terms of the probation. Additionally, if a student is below 1.0 at the end of a semester and is placed on academic probation, his status will be reviewed at the end of the following quarter for possible dismissal if there is not great improvement.

Any student who is on academic probation will meet weekly with his designated faculty member, who will verify that the guidelines of the probation are being met. The conditions of the probation may include the assignment of a minimum grade point average of 2.0 or restricting the student from some extracurricular activities.

A student who fails to meet the terms of his academic probation at the end of the probationary period will be subject to dismissal unless he has shown improvement, reached at least a 2.0 current and cumulative G.P.A., has not failed any classes, and has had no disciplinary problems. If he has met these conditions, he will be given the opportunity to apply to the Academic Board for readmission.

SENIORS with a G.P.A. less than 2.5 from the previous quarter will have a supervised study hall. They will not be allowed to "check out" of study hall (e.g., to the library, computer lab, etc.).

ACADEMIC BOARD

The Academic Board will consist of the Head of School, the director of guidance, the dean of students, and the student's dean. All are voting members. The Head of School may appoint appropriate substitutes as needed. Written evaluations from each of the student's teachers will be reviewed by the Academic Board. The administration will inform the faculty of the outcome.

EXTRA-CURRICULAR ACADEMIC POLICY

The following is Mount Michael's policy for extra-curricular participation. It will be in force after a three-week grace period at the start of every semester.

- A grade report will be produced and reviewed by the Athletic Director and other administrators every Monday morning.
- If a student involved in athletics or other extra-curricular activities has two F's or a current semester GPA of 1.5 or below, that student will be placed on the 1-week probation list. The school

administration reserves the right to place additional students on this list or remove them as they see fit.

- A student will have one week to improve his grades. If by the following Monday he no longer has two F's or a GPA of 1.5 or below, the student will be removed from the probation list and remain eligible for activities.
- If his grades do not improve, he is ineligible for activities from that point until he no longer has two F's or a GPA of 1.5 or below.
- Once the ineligible student no longer has two F's or a GPA of 1.5 or below, he is immediately eligible to participate. A student may request that his grades and GPA be checked at any time.
- There is no mandatory sitting out period.

DISCIPLINE

We are all held accountable for our actions, especially when we hurt ourselves or others. The following list of offenses, while not exhaustive, is meant to let the student know in what ways he will be held accountable for his negative behaviors. Actions or behaviors outside of Mount Michael that reflect poorly on the institution may result in disciplinary action as well.

DEMERIT SYSTEM

A demerit system will be used to help the Disciplinary Board evaluate student behavior. Demerits are accumulated over an entire academic year and will be used to determine eligibility for the Dean's List and National Honor Society.

Demerit assignments: (The actual number of demerits assessed may vary depending on the severity as determined by the teacher in consultation with the principal. Teachers, deans and administrators have the option to enforce additional rules and regulations.)

SCHOOL DEMERITS

1-3 Demerit(s):

- Absent from after school study hall
- Computer hacking
- Computer offense (email/games)
- Dress code violation
- Food or pop in class
- Inappropriate behavior/language
- Late for class/study hall
- Littering
- Not following directions
- Off task/not paying attention
- Unprepared for class

3-5 Demerits:

- Asked to leave class
- Cell phone violation (plus \$25/\$50/\$75 fine for 1st/2nd/3rd offense)
- Cheating on homework/quizzes

Disrespect to student/staff member
Leaving campus without permission
Lying
Vandalism

5-30 Demerits:

Cheating on exams
Fighting
Plagiarism on paper/presentation
Theft
Tobacco (plus \$25/50/75 fine and exclusion from extra-curricular activities for two weeks)
Truant from mass, class, or study hall

Any student receiving 20 school demerits will go before the Discipline and/or Dismissal Board.

*The above demerit chart is a guideline and can be altered by the teachers or administration depending upon the infraction.

* Day students will receive school demerits ONLY, regardless of time of day.

RESIDENTIAL DEMERITS

Demerits to be assigned for violations outside of school, especially in residential areas:

1-3 Demerit(s):

Computer offense
In another student's property
Inappropriate behavior/language
Inappropriate behavior after lights out
Late for study hall
Late returning/not signing in
Not following directions
Presence in an unauthorized area
Room not clean/bed unmade
Study hall offense

3-5 Demerits:

Cell phone violation (plus \$25/\$50/\$75 fine for 1st/2nd/3rd offense)
Disrespect to student/staff member
Leaving campus without permission
Lying
Vandalism

5-30 Demerits:

Fighting
Theft
Tobacco (plus \$25/50/75 fine and exclusion from extra-curricular activities for two weeks)

Any student accumulating 20 residential demerits may have his boarding privileges revoked.

*The above demerit chart is a guideline. The amount of demerits actually given is up to the teacher's or dean's discretion.

* If a student has fewer than five demerits at the end of the first semester, those demerits will be removed from his record.

FRIDAYS

Fridays result from the accumulation of five demerits.

Procedure:

1. Students assigned to a Friday must report to the designated area by 3:30 p.m. on the Friday after he receives his 5th demerit. If a student is tardy, he may be assigned demerits, or another Friday. If the student refuses to serve his Friday, he will be suspended.
2. The student may be assigned some work to be accomplished during the detention.
3. The student must remain busy working for the entire duration until 4:15 p.m. Again, any disturbances or lack of cooperation on the student's part can result in demerits and/or additional Fridays being assigned.

WHEN A STUDENT IS ASSESSED DEMERITS:

1. When a teacher or dean assesses a demerit, he/she will go into the discipline section of our Sycamore school portal and mark the violation, number of demerits assessed, and the date.
2. When a student receives five or more demerits for a single offense the parents will be informed. The teacher who assigned the demerits will contact the parents.
3. When a student accumulates multiples of 5 demerits, a letter will be sent to his parents informing them of the situation. They will be asked to sign and return the letter.
4. When a student accumulates 15 total demerits during the first semester, his parents will be informed of the situation and the student will serve a one day in-school suspension with credit.
5. When a student accumulates 15 residential or school demerits or a total of 20 combined, his parents will be informed and the Disciplinary Board will meet. The purpose of this meeting is to issue a formal warning and help the student remediate this problem. The Board will determine the consequence; however, the normal suspension is a one day in-school suspension with credit.
6. If a student accumulates 25 total demerits, he will be reviewed by the Head of School and Disciplinary Board. The Head of School will then notify the parents with the results of this meeting. He may be dismissed or suspended for one or more days, and he will be placed on disciplinary probation, which will include the criteria for the student's continued enrollment at Mount Michael. The normal suspension for accumulating 25 total demerits is a one day out-of-school suspension without credit and a one day in-school suspension with credit. Students who receive more than 25 demerits in a school year may be placed

on probation the following year and will only be allowed 15 demerits during the first semester. At the end of the first and second semester, the student's progress will be evaluated by the Disciplinary Board to determine conditions for the remainder of the school year.

7. A student will appear before the Dismissal Board in the following situations:

- a. Accumulating 20 school demerits, 20 residential demerits, or 30 total demerits in a school year.
- b. Accumulating an excessive number of demerits if the student has been on probation previously.
- c. Serious behavior situations (e.g. drugs, hazing, stealing, etc.) as determined by the Head of School and the Disciplinary Board.

DISCIPLINE BOARDS

Two different boards are charged with making decisions regarding student disciplinary problems. A brief description of the Disciplinary Board and the Dismissal Board follows.

1. Disciplinary Board: will assist the Administration in carrying out school policies. The purpose of the board is to provide a consistent means of administering policies, and to be remedial as well as punitive. The Disciplinary Board consists of the Head of School, the dean of students, the student's dean and counselor.

2. Dismissal Board: Members include the Head of School, the dean of students, the student's dean, three or more faculty members appointed by the principal and a faculty member advocate chosen by the student. The advocate does not vote.

- a. The meeting will include the board, the student, and the student's parents if they wish to attend.
- b. The consequences: In general, if there are mitigating circumstances in an offense, or if the offense is not of such a serious nature as to merit dismissal, then suspension, probation and/or a behavioral contract may be imposed. However, the ultimate consequence may be the dismissal of the student from Mount Michael.

The Head of School may appoint substitutes to either board in the event of an absence or other circumstances which demand a substitution.

APPEALS FROM DISMISSAL BOARD

The Head of School and two appointed sponsors (none of the three should have participated in the original Dismissal Board meeting) will rule on any appeals. The three members will convene at the parents' request following a Dismissal Board ruling. This request should be addressed to the Head of School.

The appeals group will review the procedures and actions of the Dismissal Board to ensure that Mount Michael policy has been followed.

DISCIPLINARY PROBATION

A student placed on disciplinary probation is required to meet weekly with a designated faculty advisor. Failing to meet with the advisor is considered a violation of probation. Generally, probation includes some

conditions that the student must follow (e.g., restitution, work to be accomplished, reduction in total number of demerits allowed, etc.).

GENERAL POLICIES

All Mount Michael students will follow the rules and regulations of Mount Michael Benedictine School out of respect and loyalty to Mount Michael's reputation as a Catholic school of excellence.

ABSENCES: refer to Attendance & Class work Policies listed below.

ABUSE/HARASSMENT POLICY: Mount Michael Benedictine School (hereinafter "Mount Michael") is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered unlawful harassment, coercion, or disruption, including but not limited to sexual harassment. In general, slurs, jokes and other verbal or physical conduct related to any of the following characteristics constitute unlawful harassment when they unreasonably interfere with a student's work performance or create an intimidating environment: sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic under local, state, or federal law. For example, prohibited conduct includes epithets, slurs or negative stereotypes, intimidating or hostile acts based upon protective classification, and/or written or graphic material that denigrates or shows hostility or aversion to persons of a protected class that is posted or circulated on Mount Michael property. Unlawful harassment may exist when deans, teachers, students, janitorial staff, administrators, monks or even non-employees, such as volunteers, parents, and visitors, engage in such conduct.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature or conduct not necessarily of a sexual nature, but directed at an individual because of his or her gender. For example, abusive, offensive, or demeaning behavior that is directed to members of one gender only (whether male or female) may be deemed a form of sexual harassment, even though the conduct was not motivated by sexual desire or gratification. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; (2) submission or rejection of the conduct is used as a basis for making academic decisions; or, (3) the conduct has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive environment.

COMPLAINT PROCEDURE

If you experience or witness sexual or other unlawful harassment in the school, ask the offending party to stop, if you are comfortable doing so, and then report it immediately to your dean, the principal, or any staff member. Whether you ask the offending party to stop or not, you should always report such conduct to the staff member immediately.

Retaliation against an individual for bringing harassment allegations to our attention is strictly prohibited. In addition, individuals who participate in this complaint process as potential witnesses (other than the alleged harasser) are assured of non-retaliation.

All allegations of sexual harassment will be thoroughly investigated and will be treated with the utmost confidence consistent with resolution of the problem. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Any dean, teacher, or staff member who becomes aware of possible sexual or other unlawful harassment must immediately advise the principal so that the proper authorities may be informed. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including dismissal or termination of employment.

ALCOHOL AND DRUGS: Illegal drug and alcohol use is prohibited on or off campus. Use or possession of alcohol, drugs, and drug-related paraphernalia on school grounds will be an automatic dismissal. The consequences for an alcohol or drug offense off campus that is documented will include exclusion from extracurricular activities for a minimum of two weeks, and an evaluation by a professional chemical dependence clinic. Consequences may include dismissal, suspension, probation and community service.

ATTENDANCE: Attendance at every scheduled class or assembly is required of all students. Mount Michael's school calendar identifies holidays and "long weekends." **Strict adherence to the calendar is the operating principle.** It is expected that a parent/guardian will provide transportation when a student must leave campus.

MOUNT MICHAEL'S ABSENCE POLICY

1. **Excused Absences:** Absences due to illness, medical appointment, religious commitments or funerals are excused pending approval of the school administration. Makeup work will be permitted for these absences and must be turned in before the absence, if possible. Students need to be prepared for quizzes, tests, etc. that are planned for the day after the student returns. If a student has an extended medical absence, the doctor of the student must send confirmation of the illness. **If a student is gone from school due to an excused absence, he will be allowed approximately the same amount of time as his absence to make up missed class work for full credit. Students will be allowed six absences for each semester.**

On the sixth absence in any class, the student may go before the Academic Board to determine the consequences of any further absences in that course.

2. **Absences Due to School Related Activities:** If students are to miss class due to school related activities, they must make arrangements with their teachers before they are absent. Failure to do so may result in the student receiving a zero for each class missed. Absences due to school related activities do not count toward the six per semester absence rule.

3. **Unexcused Absences:** Absences for reasons other than those stated above are unexcused. Make-up work will not be accepted. Examples of unexcused absences include family vacations, excessive college visits or personal family business.

4. **Loss of Credit:** After six total absences in a semester, excused or unexcused from any course (not to include school related activities), a student may lose all credit for that course. Any exceptions to this will be determined by the administration. Each teacher will need to keep accurate records of student attendance

in each class. Each absence will have to be verified as to whether it was school related (i.e. recruiting, sports, etc). School related activities are not counted in the total absence policy.

5. After School Activities: If a student is not in class periods 6-9, he will not be allowed to participate in or attend any extra-curricular activities for that day.

6. College Visits: College visits are not part of the six absence per semester policy. College visits will be verified by the counseling office prior to the visit. Only scheduled visits will be excused. Students must inform teachers of absence by having them sign a College Visit Permission Form and make arrangements for missing work prior to the visit. The permission form must be turned into the counseling office **at least ONE WEEK** prior to the visit. Students must also return with a document on university letterhead stating they went on the visit to be considered excused. College visits immediately before or after a school break are considered on a case-by-case basis. **All visits must be completed by May 1, which is the national college decision day.**

7. Night Time Absences: One of the strongest components of the Mount Michael experience is evening study hall. Absences from this study hall should be kept to a minimum and must be cleared by the student's dean.

8. School Breaks: extending any pre-determined break period (Thanksgiving, Christmas, Spring Break, etc.) for any reason will be considered unexcused.

Any exceptions to these policies will be made solely at the discretion of the school administration.

The student must notify his DEAN if he becomes ill prior to missing any classes or activities. If a student leaves class due to illness or returns from an illness or appointment, he must notify the school secretary.

BEHAVIOR AT ATHLETIC/EXTRACURRICULAR EVENTS: Each student, fan, and player shall exhibit good sportsman-like qualities at all athletic/extracurricular events. Any person dressing or acting in a manner which school authorities deem to be an impingement on the good name, integrity, or reputation of Mount Michael will be asked to leave the event and not return. If this individual is a Mount Michael student, further disciplinary action may be taken.

BOOKSTORE: In addition to school supplies, students may purchase toiletries, school sweatshirts, t-shirts, shorts, etc. in the bookstore.

CAFETERIA: All meals are served cafeteria style and the order for lining up outside the cafeteria at all three meals will be "first come, first served." School clothes must be worn at lunch. At other meals, inappropriate wear includes tank tops, headgear and cut-offs. Shoes and socks must be worn. Students are not allowed to take food outside of the dining room.

CAMPUS MINISTRY: Students, who are free, are always welcome to attend mass daily with the Monastic Community at 7:15 a.m. The Sacrament of Reconciliation is offered each Advent and Lenten season and anytime a student requests. In addition, there are all-school Masses, class Masses, class retreats, and special prayer services that all students are required to attend.

COMMUNITY SERVICE: Mount Michael believes in the education of the total person (growth physically, emotionally, mentally and spiritually). The community service program is a tool for spiritual growth. As Christians, our faith in God is manifested through our love and concern for service to others. Our talents that we so often take for granted are more greatly appreciated and developed through community service. Therefore, all Mount Michael students are required to fulfill 25 service hours on a yearly basis. By the time a student graduates, 100 service hours must be completed.

CHEATING: Cheating on exams, papers and projects, or other major evaluations may warrant a student anywhere from 5-30 demerits in addition to no credit. Cheating on quizzes and copying homework, while still very serious, will warrant 1-5 demerits in addition to loss of credit.

Cheating on exams, papers, projects or major evaluations three times during the course of a student's tenure will result in the student appearing before the Dismissal Board.

CLASSWORK: On the first day a class meets, teachers will give each student a class syllabus and inform him of their policy for late work. In general, work not turned in on time loses value progressively unless there has been an excused absence.

It is the student's responsibility to complete school work missed as a result of an absence. If a student is gone from school due to an excused absence, he will be allowed approximately the same amount of time as his absence to make up missed class work for full credit. If a student is gone due to a school related activity he must make up the work before he leaves or make arrangements with his teacher.

COMPUTER: The use of the computers/computer room is a privilege, not a right. The hours of computer access are posted, and students should plan accordingly. The following is a list of computer rules, a violation of which can result in a student's access being revoked and/or other disciplinary action:

1. The computers are not to be used for e-mail during the class day (except during the 10 minute break) or during evening study hall (7:30-9:00 p.m.).
2. Students may not alter the computer by changing settings or adding/deleting software.
3. Students may be asked to leave the computer room at any time for being disruptive.
4. Food and drink are never allowed in the computer room.
5. Computers are not to be used for computer games.

DANCES: All dances at Mount Michael are intended for the enjoyment of Mount Michael students and their dates. To ensure this the following guidelines will be observed.

1. Only current Mount Michael students and their female guests are invited to Mount Michael school dances.
2. When the dance is in the gym or student union, the main gym floor and student union are the boundaries for the dance.

3. The student is not to return to the dance once he has decided to leave.

DELINQUENT PAYMENT POLICY: If tuition, room and board payments for a student are delinquent, the following will be enacted by the Head of School's office.

The student will not be allowed to take his final exams at the end of the semester, thereby making his grade incomplete until payment is made or arranged through the Finance Office.

DRESS CODE AND PERSONAL GROOMING: The following directions governing dress and personal grooming seek to encourage the student to take pride in his appearance, and to aid the student in developing the habit of good taste in personal appearance.

Appropriate dress depends on the time and place. During the class day, dress slacks with appropriate belt, collared dress shirt and tie and dress shoes (no slippers, backless shoes, athletic shoes, or canvas shoes such as Sperrys) with clearly visible socks are to be worn by all students. Shirts must be tucked in. If a student is cold, he may wear his sport coat or a sweater with the tie visible. There are formal occasions for which an appropriate solid color blazer, sport coat or suit coat will be expected. Shirts or dress pants that are too tight or not long enough do not meet this dress code and will not be allowed.

Solid colored dress shorts with a polo style shirt, socks, belt and athletic shoes may be worn from the first day of school to Oct. 1 and from May 1 to the end of the school year. This attire may also be worn on designated heat days. Sandals are not allowed. If a student chooses not to wear the warm weather dress, he must be in normal dress code.

Prior to leaving the residential area, each student should make sure that his shirt is buttoned and tucked in, and that his necktie is tied, and the knot tightened.

There will be times throughout the school year when special dress codes will be posted for specific occasions (e.g., dress for all home and away sport events: collared shirt or Mount Michael attire and slacks or dress jeans; appropriate dress for Masses in the Chapel: collared shirt and tie).

Hair is to be neat and well-groomed at all times. It is not to extend below the top of the collar in back, or into the eyes or below the earlobes. No haircuts are to be given at Mount Michael by students. Students with inappropriately dyed or bleached hair or eyebrows will be sent home until the problem is remedied and their absence will be unexcused.

Students should be clean-shaven at all times; sideburns should be no lower than the earlobe.

Earrings, body piercing and nail polish are not allowed.

Tattoos are strongly discouraged. Tattoos are not permitted on areas that remain unclothed (e.g. arms, hands, neck, etc.), and are never to be "displayed" other than in the student's private room.

The deans and the faculty, with the support of the Administration, are to judge whether the student is meeting these standards.

EMERGENCY EARLY DISMISSAL: Refer to item # 2 under Inclement Weather Policy. (Pg. 26)

FIGHTING: Fighting is strictly forbidden. Any student involved in a fight will automatically appear before the Disciplinary Board. Repeated offenses may result in the dismissal of the student.

FINES: All fines are to be paid by semester's end and before grades or transcripts are mailed.

FIRE ESCAPE POLICY: Fire escape directions are posted in classrooms and residence areas.

FIRE PREVENTION EQUIPMENT: A \$100.00 fine and demerits will be assessed for anyone tampering with the fire prevention equipment.

FIREARMS AND WEAPONS: Firearms, knives and other weapons are not permitted on school property or in cars. Possession of firearms and weapons is a dismissible offense. (See also the policy on weapons.)

FIRES AND FIRE HAZARDS: A \$100.00 fine and demerits will be assessed for anyone starting fires anywhere on campus.

The following constitute fire hazards and will not be allowed in the dorms at any time: candles, incense, and appliances (including hot plates and rice cookers).

FIREWORKS: Fireworks are strictly forbidden on campus. A \$100.00 fine and demerits will be assessed for possession or use of fireworks on campus.

FOOD DELIVERY: No food of any kind should be delivered to the school without the permission of the student's dean. This does not include food brought out by Wednesday night visitors.

GAMBLING is prohibited.

GUM: Students are not allowed to chew gum in the classrooms or other common areas of the building.

HARASSMENT: Refer to Abuse/Harassment Policy.

HAZING: Refer to Abuse/Harassment Policy.

HEADPHONES: Headphones are not allowed during the school day.

INAPPROPRIATE LANGUAGE: The use of any language that is impolite, lewd, indecent, vulgar, obscene, or contrary to the moral or religious principles of the Roman Catholic Church or the goals and principles of Mount Michael Benedictine School is prohibited on campus and at any school-sponsored event. Such language is considered disrespectful and could result in disciplinary action including suspension and/or dismissal.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION: Mount Michael students are expected to be respectful and courteous to their female guests. Inappropriate public displays of affection are not appreciated here. If such behavior occurs, the result will be the loss of the privilege of having female visitors for that student.

INCLEMENT WEATHER:

1. If school is to be cancelled or delayed on a Monday, the decision will be announced by 5:00 p.m. Sunday, **on the local news stations**, e-mail and on the Mount Michael web page.
2. If Elkhorn Public School cancels school due to inclement weather, Mount Michael will start at 8:40 a.m.
3. For an unscheduled early dismissal, the following steps will be taken:
 - a. The Head of School will e-mail all parents.
 - b. The school closing will be announced **on the local news stations**.
 - c. Students who live outside the Omaha area will be required to meet, arrange carpools and contact one of their parents before they may leave.
 - d. Students are required to sign out with their deans (i.e. list their name, time and means of departure before their dean dismisses them).

Parents who wish their son(s) to remain at Mount Michael should contact the school as soon as possible after being notified of the school closing.

INITIATION: Each individual at Mount Michael has a right to his own dignity and individuality. Initiation is not a school approved activity. As such, any initiation activities may be considered hazing, which is a dismissible offense. Refer to Abuse/Harassment Policy.

INTERNET: Mount Michael Benedictine School will be providing wireless network and internet access to its student body. As a Catholic institution of learning, use of our network resources is limited to activities that are in line with Catholic values and do not go against the mission statement of the school.

Some general guidelines for usage:

1. The signature of the student and of his parent/guardian is required before he will be allowed to use the wireless internet system at Mount Michael.
2. By using the wireless system, the student agrees that the school has the right to search his computer at any time, and he will provide the school with any passwords necessary to do so.
3. A valid Mount Michael network login is required to access the wireless. Students are not to use or attempt to use another student's login, nor are they ever to give their login to another student.
4. Each student is responsible for all activities on his computer, so discretion should be used when allowing other students to use his computer.
5. The wireless network capabilities may not be used during class time unless under the direct supervision of a teacher. The wireless network may not be used during study hall or after lights out.
6. Any attempt to introduce a virus or hacking on the Mount Michael network may result in the loss of his privileges to the system.
7. Any activity that hinders the ability of others to use the network resources is strictly prohibited.

The following behaviors on the internet are forbidden:

1. The viewing of pornography or other inappropriate material.
2. The viewing of websites related to hate speech or intolerance of others.

3. Any kind of academic dishonesty, including but not limited to copying text from websites to use in papers, plagiarizing an entire paper, accessing old tests, etc.
4. Bullying or harassment towards any individual online.
5. The selling, advertising, or conducting any kind of business, unless approved as a school activity.
6. Illegally downloading any materials that are copyrighted (music, movies, software, etc.)
7. The use of social networking sites (including but not limited to Facebook and MySpace) during the school day. Any activity on social networking sites, whether it happens on or off campus, that the school administration judges to be a bad representation of the school or a danger to any student, may result in the loss of computer privileges or other disciplinary actions as deemed necessary. Parents will also be informed.
8. Playing games during the school day.

A filter will be in use to control inappropriate usage of the internet. However, filters are not completely foolproof. The ability to access banned material does not give the student the right to do so. Usage will be logged and monitored, and any usage contrary to these guidelines will result in demerits and the loss of wireless privileges. Any inappropriate material that is accidentally accessed should be immediately reported to avoid possible consequences.

BOUNDARIES ON CAMPUS:

The campus limits are as follows:

North: End of athletic fields

South: Road of Guest House and Development Office

East: Pump House

West: Fence at top of the bluff

Some special areas on the campus are off-limits to students. Areas where students need permission from their deans are as follows: the gullies, pond, parking lot, kitchen, teacher offices and the monastery building. Freshmen are not allowed in the upperclassmen areas and vice versa. Demerits will be assessed to a student in an unauthorized area.

LEAVING CAMPUS DURING THE SCHOOL WEEK:

No student shall leave school property during the school week without the knowledge and explicit permission of his dean. It is expected that a parent/guardian will provide transportation when a student must leave campus. The parents should contact the dean if they are unable to transport the student, and it is at the dean's discretion as to whether or not the student may drive. Designated Mount Michael staff will accompany students to Mount Michael events. No exceptions.

Any student driving off campus after school during the week will be considered a day student for that evening and should return to school the next morning.

Any student leaving campus without permission will lose his driving privileges for the remainder of the year in addition to receiving demerits and suspension. The student may also be subject to appearing in front of the dismissal board.

When a student leaves campus on a school night for a special occasion (e.g. birthday, confirmation, family, etc.) he must return before 7:30 p.m. study hall. Such events should be rare and cleared with his dean days in advance. Students must have permission to jog, walk, or bicycle off campus.

All students are to be in their respective living quarters from 10:30 p.m. until 7:00 a.m.

LEAVING CAMPUS - END OF THE WEEK:

The school week generally concludes on Friday at 3:24 p.m. Students are expected to go home for the weekend. If the student is not going to his home but to the home of another student for the weekend, he needs to inform his dean by Thursday evening, either by a call or a note from his parents. All students should leave the building by 4:00 p.m. unless they have permission from their dean or are under the supervision of an activities sponsor.

LIBRARY BOOKS: Students in possession of library books that have not been checked out, periodicals, reference materials or other library materials will be assessed a fine for each book.

LIVING ARRANGEMENTS OFF CAMPUS: Every student must live in a campus dormitory or at the house where his parents or legal guardians are currently residing, or with a host family approved by the school administration. Mount Michael will not accept or enroll students who live by themselves or without proper supervision, either during the week or on weekends. Any current student who begins living on his own will not be allowed to continue at Mount Michael.

LOCKER AND ROOM DEPOSITS: At the beginning of the school year a deposit will be collected from each student. This deposit will be returned at the end of the year when the locks are returned and the rooms and lockers are found in good condition. Deposits will be used to cover any damage to dorm rooms, and the amount returned may also be reduced for a student who does not adequately clean at the end of the year or does not follow all required check-out procedures.

LOCKER AND ROOM KEYS: Each student will be provided with keys to his locker and/or room. Copies of keys are to be made only by school officials. Freshmen will receive combination locks for both the upstairs lockers and athletic locker. Sophomores, juniors and seniors will receive keys to their rooms and a combination lock for an athletic locker if requested from one of the deans. The combination locks are to remain throughout the year on the locker on which they are found. The school will issue all locks and no others are to be used in the rooms or on the lockers. For their own protection, students must keep their lockers and rooms locked when they are not present.

MEDIA/PUBLICATION RELEASE:

Events arise where Mount Michael students may be photographed or recorded for television, newspaper, website or radio coverage. **If the parent objects to this they must send a note to our Admissions Director stating such prior to the first day of school.**

OBSCENE AND OBJECTIONABLE MATERIALS: These will be confiscated and destroyed. Examples include: clothing, posters, CDs, magazines, etc. These materials (i.e. alcohol logos) are contrary to the moral and religious principles of the Catholic Church.

PERMISSION FORMS: All permission forms must be turned in to the school office before a student will be allowed to attend classes at Mount Michael. This includes:

- Mount Michael permission form
- Nebraska State Activities Association permission form

- Medical and physical form including health insurance information
- Immunization form showing the student is up-to-date with all required immunizations
- Student handbook acknowledgement
- Notarized health care power of attorney form for all seven-day boarders

If these forms are not turned in by the first day of school, then the student will be excluded from class until this is resolved.

PHYSICALS: All students who participate in interscholastic sports must undergo an annual athletic physical before starting practice. These forms must be completed in their entirety and turned in to the school office.

PRIVACY AGREEMENT: It is Mount Michael Benedictine School's policy to safeguard and protect all student information. The school will only release student information by written parental consent.

RETURNING TO CAMPUS - DURING THE WEEKEND: A student who plans to return to campus during the weekend must inform his dean.

RETURNING TO CAMPUS - START OF SCHOOL WEEK: At the beginning of the school week when a student returns to campus, he will be asked to turn in his vehicle key after he has parked in his designated parking stall. The student must then sign in with his dean. Once a student arrives on campus, he may not leave without his dean's permission. Parents are to seek the permission of their son's dean in advance of any delay or exception.

Please refer to the school calendar for return times to campus at the start of the school week. Normal return time is between 6:30 and 9:30 p.m. on Sunday OR by 7:30 a.m. Monday. At registration, the parents must submit a permission form on which they specify that their son will be returning on Sunday evening or on Monday mornings. For the remainder of the year, the student will be expected to return at the time specified on the permission form. Any deviation from a student's regular return time must be cleared WITH THE DEAN, BY THE STUDENT'S PARENTS. If they return Sunday evening, he must sign in with his dean as soon as he arrives, and no later than 9:30 p.m. If he opts for the Monday morning return, he must sign in with his dean by 7:30 a.m. and be prepared for the school assembly at 7:45.

SEARCH AND SEIZURE: For health or safety reasons, the school reserves the right during the school day, at all school-sponsored activities (such as, but not necessarily limited to, dances, field trips and overnight trips) or while the student or his possessions are on campus, to carry out reasonable search and seizure by school officials of a student's person, vehicle, computer, cell phone, or other student possessions on campus and all school property for materials or objects, the possession of which may be a violation of school policy, Christian values and principles, or the law.

SKATING/BICYCLING: A student using a bicycle, skateboard, or any similar recreational device on or around the Mount Michael campus is required to use all appropriate safety gear. A student assumes all risk and liability for using these devices on Mount Michael property.

STEALING: If a student is caught stealing or in possession of someone's property, he will be given anywhere from 5-30 demerits or be subject to dismissal. As members of a Christian community, we must respect every person's personal dignity and the right to maintain their personal possessions without fear.

That being said, it is recommended that a student give any cash he may have to his dean for safekeeping. We strongly discourage large amounts of cash to be kept in the student's room or locker.

STUDENT IDENTIFICATION CARDS: ID cards will be issued at the beginning of the school year to all students. These cards act as activity passes for all home athletic activities.

STUDY PERIODS: During the 7:30 - 9:00 p.m. study hall, freshmen are to be in the freshmen study hall and sophomores, juniors and seniors are to be in their assigned rooms. During this super study hall, the students will remain in their rooms and study quietly. Proctors will be assigned at all times and specific regulations for these study periods will be found in the upperclassmen handbook and the freshmen handbook (at the end of this booklet).

SUPPLIES: Students will supply their own sheets, blankets and pillows. Miscellaneous supplies (toothpaste, pencils, etc.) may be purchased from the Bookstore.

TEACHER RECOMMENDATIONS: (written to colleges and/or universities on behalf of senior students). Unless clearly specified in writing in advance, all teacher recommendations will be confidential between the teacher and the university and/or scholarship organization. In order to ensure this, the following procedure will be followed:

1. The student should make the request of the staff member two weeks in advance to ensure adequate time to write a proper recommendation. At this time, the student should also ask the teacher if the recommendation will be of a generally positive nature.
2. Once the teacher has written the recommendation, he/she will submit it directly to the Director of Guidance with a Recommendation Request Form.
3. The Director of Guidance will then relay the recommendation and any other application materials (e.g. official transcript, school profile letter, etc.) to the college.

TELEPHONES: No phone calls are to be placed or received after 10:30 p.m. or during study periods except in case of an emergency. Cell phones are acceptable with the exception of being used during the school day, evening study hall and after 11:00 p.m. Students in violation of this rule will be fined and assessed demerits and may have this privilege revoked.

TELEVISIONS AND VIDEO GAMES: Students may not possess televisions nor may they have television tuner cards in their computers. In addition, no console or handheld gaming devices will be allowed. The only video games allowed will be those on a student's computer.

TOBACCO: Mount Michael is a smoke/tobacco free campus. Student use or possession is not permitted. **This prohibition includes e-cigarettes and similar devices/paraphernalia.** The consequences of a tobacco offense include exclusion from extracurricular activities for a minimum of two weeks, and a fine.

- 1st offense: \$25.00 fine and five demerits
- 2nd offense: \$50.00 fine and five demerits
- 3rd offense: \$75.00 fine and five demerits

Mount Michael students may have no more than three tobacco offenses during their four years here. If a student is in violation, he will go before the dismissal board.

TRANSCRIPTS: Official request for transcripts must be in writing with the student's signature and the destination address in accordance with the Family Educational Rights and Privacy Act. In the event that an institution requests a student's transcript, that transcript will only be released with an official written notification from the student or parent. Official transcripts are only sent from one institution to another. **NOTE:** Seniors can request up to six schools for transcripts to be sent. Any requests beyond six and the student will be assessed \$50 per request.

TUTORING PROGRAM: Mount Michael offers a tutoring program for all students that is monitored by Mount Michael staff. If a student is having trouble in a class, that student should do the following:

1. Seek help from his instructor.
2. Obtain a pass from the study hall proctor to visit the tutoring lab for help.
3. See the tutoring advisor if further help is needed.

If a student is failing one or more courses, it is recommended that he seek outside assistance as recommended by the Administration.

VANDALISM: Students who intentionally damage school property or the property of other students and staff will automatically appear before the Disciplinary Board.

VEHICLES ON CAMPUS: The use of a vehicle at Mount Michael is a privilege and convenience for students and parents. Essentially, it is to be used only for trips to and from home. This will be regulated for sophomores, juniors and seniors by the respective dean trying to match as best he can parental wishes indicated on the PERMISSION FORM. Whenever the vehicle is not in use, the keys will be kept by the dean and the vehicle will be off-limits to the student. All spare car keys on campus must also be turned in to the dean. All students (boarding and day) are to park in the parking lot east of the gymnasium, not in front of the school. Mount Michael assumes no liability for damage to student vehicles on campus. **NOTE:** seven-day boarding students are not allowed to have vehicles on campus.

VISITORS: School sponsored activities are the proper time for visits from guests and family members. Guests and family members are invited to the campus on some Wednesday evenings from 6:15-7:25 p.m. The Wednesday nights open for visits are noted on the school calendar. These times are chaperoned by parents and school personnel. The place to host guests consists of the gymnasium, student union, gym courtyard area, student dining room and south of the student parking lot. Guests should park east of the gymnasium. Students with guests should not be inside of cars. If parents wish to walk with their sons outside of the "designated area" they should inform the chaperones. No visitors are allowed in the residential area or the main floor of the school. Guests received outside of this time, other than school sponsored activities, must be cleared through the student's dean.

WEAPONS: A weapon is defined as any instrument (including, but not limited to, firearms, knives, clubs, any gas, liquid or other substance, paint balls and paint ball guns etc.) that in the manner used has caused or may cause grave bodily harm. No student is permitted to possess or to pass on to others any such weapon or ammunition while on the school grounds or at any school related function even if he

possesses a license to carry such a weapon. Anyone violating this regulation is subject to suspension and/or dismissal.

FRESHMEN HANDBOOK

The following information and rules are in addition to the preceding pages of this handbook. The Head of School, dean of students and the deans have the option to use their discretion in unforeseen circumstances.

Living together in the Mount Michael Community as freshmen will require everyone doing his part to make it successful. The rules that must be followed are necessary if class unity and success as a student are to be achieved. The freshmen deans will work to help you build a good freshman class, and we hope you will do your part to build the Mount Michael Community and make the whole year a great one.

Freshmen are NEVER allowed on upperclassmen floors and upperclassmen are NEVER allowed in freshmen areas, unless they have special permission from the dean.

DORM

There is only one way for all the freshmen sleeping in one room to get any real rest and that is to have total cooperation in following all dorm rules.

The dorm room is NOT a recreation room. Therefore, students are not allowed to play catch or bounce balls or wrestle around in this room. Athletic activity belongs in the gym or outside - not in the dorm.

The freshman dorm lights will be turned off at 10:00 p.m. At that time all freshmen must prepare to go to bed in total silence. When all are on their beds, we say night prayers together. Each freshman must adjust himself to trying to sleep at this time for the good of the whole group. Disturbances of any kind - even whispering - will result in an individual or individuals or the whole class being punished in a way that the dean sees fit. Most often the punishment is a late night study hall for the whole group or for the offender(s) being sent to a classroom for study. It should be noted that it is often difficult to exactly pinpoint disturbances in a dark room, thus even those who are not offenders run the risk of getting punished. Group punishment seems to be the most effective way of curbing dorm disturbances.

Freshmen who do not wish to eat breakfast may sleep as late as 7:20 a.m. However, at 7:20 a.m., the lights will be turned on, and everyone must get out of bed. Early risers (not before 6:45 a.m.) must keep the total silence rule and leave the dorm area and not return until 7:20 a.m. to allow those still sleeping the opportunity to rest.

Beds must be made before 10:00 p.m. on Sunday evenings and by 7:50 a.m. each morning. The bed area is off-limits from 7:55 a.m. until 10:00 p.m. unless the student is ill.

No alarm clocks are permitted in the dorm. Radios/cassette, MP3 and CD players are allowed from 3:20 - 7:30 p.m., and after evening study hall, if they are not disruptive to others. Cells phones are not to be kept in the dorm area, and normally must be checked in with the dean for most of the day.

LOCKER AND LOCKER ROOMS

Each freshman is assigned two lockers upstairs either in the east or west locker room. This area must remain clean at all times. The school supplies combination locks which are on the lockers. **WE INSIST THAT EACH FRESHMAN KEEP HIS LOCKERS LOCKED AT ALL TIMES.** He is the **ONLY ONE** with the combination to his lock and will be held responsible for the loss of any lock assigned to him. Be careful about food in the locker -- tight-lidded containers prevent bugs, etc., from getting into the locker rooms. Don't leave any clothes lying around since it will be collected by the morning crew and given to the deans. Do not damage the lockers by attaching stickers, tape or anything that won't come off of them or else you will be charged for this damage. Locks cost \$10.00 to be replaced. Deans will conduct periodic inspections.

STUDY HALL

There is one supervised study period each day during the school week, beginning at 7:30 p.m. Freshmen will probably have another study period during the class day depending on their class schedule. They should be **QUIET** at all times in the study hall. No radios or cassette/CD/MP3 players are allowed during study hall. Headphones may be allowed with permission of the dean.

MISCELLANEOUS

Parents are not allowed on the residential floors unless accompanied by a dean.

All food and drink **ARE PROHIBITED** from the study hall and carpeted hallway.

Freshmen desks and beds are to be cleared and stripped every week. Freshmen need to be packed and out of the dorm by 4:00 p.m. on Fridays with the exception of sports practice or Friday work assignments. Freshmen need to plan ahead and store their take-home items in their lockers if they have sports practice or Friday work assignments.

Return time from weekends home is generally between 6:30 and 9:30 p.m. Sunday evening unless noted differently on the school calendar. Failure to check in with the student's dean by 9:30 p.m. sharp will result in residential demerits. Parents must call the dean if there is a problem with returning by 9:30 p.m. (Please refer to the school policy Returning to Campus - Start of School Week).

Recreation should take place in the **STUDENT UNION, GYM** or **OUTSIDE THE BUILDING**. Abuses of this will be handled accordingly.

Friday at 3:24 p.m., all work assignments received during the week for minor offenses, such as disturbances in study hall or dorm, tardiness, etc., must be fulfilled. Students are responsible for informing their parents of their late departure on Friday.

HANDBOOK REGARDING UPPERCLASSMEN

SOPHOMORES, JUNIORS, SENIORS: The following rules are in addition to pages 1 - 32 of this handbook. The Head of School, dean of students and the deans have the option to use their discretion in unforeseen circumstances.

ROOMS

The condition of your room is something to take pride in. Keep it neat and clean at all times. At 7:30 each morning you must be out of bed and have your bed made. Room inspections will be held at the dean's discretion. Sheets should be removed from beds on Friday. Put clean sheets on when returning from the weekend. Place wastebaskets, which need to be emptied, outside the door in the morning before breakfast.

Posters and/or pictures may be placed on the walls of the rooms using masking tape or tape supplied by the deans. No duct tape will be allowed. The use of tobacco or alcoholic paraphernalia of any kind is not proper room decoration and will be removed. The deans may remove any posters or other decoration they find objectionable. You will be expected to leave the walls clean and orderly at the end of the year.

Nothing is allowed on the outside of the doors. Name tags will be placed on the doors by the deans and are to remain there throughout the year.

Absolutely NO televisions, VCRs, video games, space heaters, toasters, hot plates, or any other cooking appliances are allowed in the room. It should be left to the dean's discretion as to what is and is not allowed in the dorms. During study hall and after 10:30 p.m., stereos and radios should be played with consideration for others at all times.

Room keys are issued to all students - keep your door locked when you are not in your room. If you lose your key, it will be replaced for a charge of \$5.00. Don't rely on the use of the master key to get you in your room. Rely on your roommate or place your key in the dean's room when you are unable to carry it with you.

The freshmen dorm, study hall and locker rooms are absolutely off limits to all upperclassmen. Your living areas are likewise off limits to the freshmen.

Showers disturb others. They should be finished in the morning by 7:45 a.m. and in the evening by 10:20 p.m. If the upstairs showers are too crowded, there is always the possibility of using the visitor's locker room showers. Upperclassmen are not to use the freshmen showers.

Conserve energy. When not in your room, turn off lights, fans, stereos, so that we can save on expenses, especially on weekends. Windows are to be closed before the student leaves for the weekend.

For those who would like to end the day with prayer, stand outside your door after the bell rings at 10:25 p.m. After night prayer, be quiet on the floors and get ready for bed.

Lights must be turned off at 11:00 p.m. No room visiting after 10:30 p.m.

No visitors are allowed in the residence area.

All students are required to come out of their room for evening prayer announcements.

STUDY PERIOD DURING THE SCHOOL DAY

SOPHOMORES & JUNIORS: Study will take place in the dining room or an assigned classroom. Bring all supplies to the room. In order to leave the study hall, the student must sign out with the proctor.

SENIORS: Study will take place in the rooms except for those students on academic probation. Respect for others is critical as well as getting your own homework done. Disturbances of classes or other students will result in having a proctored study period.

EVENING STUDY PERIOD, 7:30-9:00

Study is to take place in the room, with the door left open. Students must remain in their rooms from 7:30 to 8:30 p.m. No student will be allowed to check out of their room from 8:30 to 9:00 p.m. unless approved by his dean. Students must return to their rooms by 8:50 p.m.

No room visiting for sophomores and juniors during the study period. Each dean has the authority to limit the amount of checkouts. (A more detailed list of evening study period rules will be posted for student reference.)

HANDBOOK FOR DAY STUDENTS

Day students will follow the same rules and regulations as outlined in this student handbook in addition to:

ARRIVAL AND DEPARTURE: Day students must report to school no earlier than 7:30 AM and must leave campus by 5:30 p.m. unless arrangements are made with their dean.

STUDENT LOCKERS: Upper class day student lockers are located on the first floor. Freshmen day student lockers are located in the upstairs freshmen locker room. Locks will be given to each student.

HANDBOOK FOR SEVEN DAY BOARDERS

Mount Michael provides a seven day boarding. A residential dean will be assigned for this program. His duties will include: correspondence with parents, arranging transportation and activities for the weekend and arranging supervision.

CHECK-IN: All students need to check-in by 11:00 p.m. with the dean on duty on Friday and Saturday nights and must be in their rooms by 12:00 a.m.

CHECK-OUT: Students can only check-out with the permission of their parents and the dean on duty.

DEMERITS: Seven day boarders will be allowed 15 weekend demerits for the school year. If students exceed 15 weekend demerits they may lose their weekend boarding privilege. Weekend demerits will be tracked along with other school and residential demerits, and accumulating them will lead to the same incremental consequences that other students earn (Fridays, suspensions, and so on). A combination of forty school, residential, and weekend demerits may lead to dismissal from Mount Michael.

HOLIDAYS/BREAKS: All students need to leave campus during Thanksgiving, Christmas, Easter and spring break. Travel arrangements need to be cleared through the international student dean. These arrangements should be made at least one week out to allow for adequate coordination and transportation.

When returning from breaks, students should not arrive on campus before 6:30 PM unless they have made specific arrangements with the seven day boarder dean. Students who return early or who attempt to remain on campus during a break will receive no fewer than 5 demerits and will be fined \$250.

MASS: All seven day boarders must attend Sunday Mass. They are to be in appropriate dress code: no t-shirts, sandals, sweatpants or athletic shorts are to be worn.

MEALS: Breakfast, lunch and dinner will be provided Friday through Sunday. Attendance at lunch and dinner is required. Students should arrive at least fifteen minutes after the meal begins in order to allow for proper clean-up, dish washing, etc.

PAPERWORK/FORMS: All paperwork and forms (including but not limited to the family profile, physical form, permission forms, and health care power of attorney) MUST be completed by the time a student arrives at Mount Michael. A student whose forms are not completed will not be allowed to attend classes.

SAT/ACT TESTING: Seven day boarders need to sign-up for the ACT/SAT testing through the seven day dean. This will allow for the organization of transportation to the various testing sites.

WEEKEND PLANS: We encourage all of our seven day boarders to visit the homes of other students on weekends whenever they are invited. Students with weekend plans need to have them cleared and discussed with the seven day dean by the Wednesday night prior to the applicable weekend. Once a seven day boarder leaves campus for the weekend, he may not return to campus until Sunday night or Monday morning, unless his plans submitted in advance state otherwise.

STATUS CHANGE: DAY STUDENT TO BOARDER AND VICE VERSA

Any student wishing to change residential status (7 day residential to 5 day residential; 5 day residential to day student; day student to 5 day residential) should be directed to the Head of School.

The student will state his reasons to the principal for desiring to change residential status.

If the reasons are valid, then the Head of School contacts the student's parent(s) / guardian to make sure they are aware and the change has their approval.

In the case of a host family, the Head of School will investigate whether the host family is knowledgeable of their future guest and if the family is agreeable to hosting this student.

If the Head of School's examination of the circumstances and families is favorable, then the Head of School will provide written communication to the Business Office of the student and his status change.

The Business Office will send the parent of the student desiring to change his status an amendment to their Student Financial Agreement. (Their Student Financial Agreement is a legal binding agreement. The status change form amends the original agreement.)

When the Business Office receives the executed status change form then the Business Office will notify the Head of School and the Administrative Assistant.

The Head of School shall notify the student's dean of the status change.

WEEKDAY SCHEDULE

6:45 – 7:30 a.m.	Breakfast
7:55 – 3:24 p.m.	Classes
11:46 – 12:43 p.m.	Lunch
12:55 – 3:24 p.m.	Classes
3:24 – 5:30 p.m.	Recreation, varsity practice and intramural sports
5:30 p.m.	Dinner followed by recreation
7:30 – 9:00 p.m.	Study hall
9:00 – 10:30 p.m.	Recreation and intramural sports
10:00 p.m.	Freshmen bell (freshmen retire)
10:30 p.m.	Upperclassmen in rooms
11:00 p.m.	Lights out

CLASS DAY SCHEDULE

Class Period	Regular Schedule	In-service Schedule	Late Start Schedule	Early Dismissal Schedule
1st Period	7:55-8:38	7:55-8:33	8:40-9:18	7:55-8:33
2nd Period	8:42-9:25	8:37-9:15	9:22-10:00	8:37-9:15
3rd Period	9:29-10:12	9:19-9:57	10:04-10:42	9:19-9:57
4th Period	10:16-10:59	10:46-11:24	10:46-11:24	10:01-10:39
5th Period	11:03-11:46	11:28-12:06	11:28-12:06	10:43-11:21
Seniors				
Lunch	11:46-12:06	12:06-12:26	12:06-12:26	11:21-11:41
10 Min Break	12:06-12:16	12:26-12:36	12:26-12:36	11:41-11:51
6th Period	12:20-1:03	12:40-1:18	12:40-1:18	11:55-12:33
Freshmen				
10 Min. Break	11:46-11:56	12:06-12:16	12:06-12:16	11:21-11:31
Lunch	11:56-12:16	12:16-12:36	12:16-12:36	11:31-11:51
6th Period	12:20-1:03	12:40-1:18	12:40-1:18	11:55-12:33
Juniors				
6th Period	11:50-12:33	12:10-12:48	12:10-12:48	11:25-12:03
Lunch	12:33-12:53	12:48-1:08	12:48-1:08	12:03-12:23
10 Min. Break	12:53-1:03	1:08-1:18	1:08-1:18	12:23-12:33
Sophomores				
6 th Period	11:50-12:33	12:10-12:48	12:10-12:48	11:25-12:03
10 Min. Break	12:33-12:43	12:48-12:58	12:48-12:58	12:03-12:13
Lunch	12:43-1:03	12:58-1:18	12:58-1:18	12:13-12:33
7th Period	1:07-1:50	1:22-2:00	1:22-2:00	12:37-1:15
8th Period	1:54-2:37	2:04-2:42	2:04-2:42	1:19-1:57
9th Period	2:41-3:24	2:46-3:24	2:46-3:24	2:01-2:39