

# **MOUNT MICHAEL BENEDICTINE SCHOOL**

## **STUDENT HANDBOOK 2021-22**

### SCHOOL ADMINISTRATION

Head of School:	Dr. David Peters
Administrative Assistant:	Mrs. Gail Raabe
Dean of Students:	Mr. David Cormier
School Counselor:	Mrs. Kim Schumacher
School Counselor:	Mrs. Christy Crnkovich
Curriculum Director:	Mr. Jason Mackeprang
Athletic/Activities Director:	Mr. Derrik Spooner
Director of Admissions:	Mr. Thomas Maliszewski
Business Manager:	Rev. Louis Sojka, O.S.B.

### **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.

**Additions, clarifications, and other changes to this handbook from the previous year will be noted in red type.**

## **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)

**HOSPITALITY:** "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 - COURSE WORK

All students are required to take four years each of English, mathematics, science, social science, and theology, in addition to two years of a world language, one semester of a computer class, and one semester of PE. The courses offered in each department are listed below. Courses marked with an \*asterisk are required to graduate from Mount Michael. Other courses are electives.

### ENGLISH DEPARTMENT:

English I \*  
English II \*  
English III or AP English Language \*  
English IV or AP English Literature \*  
Speech \*  
Advanced Speech I-IV  
Journalism I, II, III  
Creative Writing  
Reading Elective  
Writing Elective

### MATHEMATICS DEPARTMENT:

Algebra I \*  
Algebra II and Trigonometry \*  
Geometry \*  
Pre-Calculus  
College Algebra and Trigonometry  
AP Calculus  
Honors Calculus II and III

### SCIENCE DEPARTMENT:

Biology \*  
Chemistry \*  
Physics or AP Physics \*

Anatomy and Physiology  
Applied Chemistry and Biology  
AP Biology  
AP Chemistry  
Honors Physics

### SOCIAL SCIENCE DEPARTMENT:

World History \*  
Business Economics and Civics \*  
American History or AP American History \*  
AP Human Geography  
AP US Government  
Holocaust Studies  
Sociology  
World Religions  
Honors Academic Decathlon

### THEOLOGY DEPARTMENT:

Theology I (Revelation of Christ, Jesus the Christ) \*  
Theology II (Mission of Christ, Mission of the Church) \*  
Theology III (Sacraments, Morality) \*  
Theology IV (Vocations, Catholic Social Teaching) \*

#### WORLD LANGUAGES DEPARTMENT:

Spanish I or French I \*  
Spanish II or French II \*  
Honors Spanish III or Honors French III  
Honors Spanish IV or Honors French IV

#### FINE ARTS DEPARTMENT:

Art I-IV  
Band  
Chorus  
Guitar Lessons

#### TECHNOLOGY AND OTHER

##### DEPARTMENTS:

Computer Applications

Computer Science \*  
Introduction to Robotics  
Advanced Robotics  
Honors Cyber Security Fundamentals  
Architecture and Engineering  
Honors Residential Architecture and  
Engineering  
Honors Commercial Architecture and  
Engineering  
Honors Engineering Design and Development  
Personal Finance  
Physical Education I \*  
Physical Education II  
Strength and Conditioning  
College and Career Planning \*

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 the free drop/add date in the spring 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.
7. A student who has not completed all of his required service hours for a given semester will not be eligible 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 Mount Michael Benedictine School. Candidates eligible for selection to this chapter must be members of the sophomore, junior or senior classes who have a minimum cumulative G.P.A. of 3.5 and are actively involved in activities both inside and outside of Mount Michael. Students must be current on their required service hours (see Community Service below) to be eligible. 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 considered as candidates for selection to membership. Any student who has two or more incidents of academic dishonesty (copying, cheating, plagiarism, and so on) or who has served a suspension (in or out of school) in the current school year is ineligible to apply for membership. The applicants 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 eligible students 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 fourth 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.

### **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. Letter grades will be assigned using the instructor's syllabus, and 2 D's will be counted as 1 F. For example, if a student has 1 F and 2 D's, he will be considered as having 2 F's.

- 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 equivalent, 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, 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.
- Once the ineligible student no longer has two F's, 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.
- There is a three-week grace period at the beginning of each semester.

## **COUNSELING DEPARTMENT**

### **Department Mission:**

We, the Mount Michael Benedictine School Counseling Department, are firmly committed to nurturing our students, families, and community by proactively helping students develop the spiritual, academic, social, and career skills that will enable them to become lifelong learners.

### **Department Vision:**

A comprehensive school counseling program ensures that every student is recognized as an individual and an important member of our community. We will proactively provide school counseling services for each student, showing our commitment to each student's well-being. As a result, every young man will understand he is valued as a member of the Mount Michael Benedictine Community. In a comprehensive school counseling department:

- Attention is focused on facilitating the successful transition of freshmen and transfer students into Mount Michael.
- The academic progress of each student is continually monitored and supported, and appropriate interventions provided as needed.
- Each student is provided the information, assistance, and support that enable him to develop personalized educational and career goals.
- The social-emotional well-being of each student is intrinsically connected to their long-term success, and every effort will be made to help them develop into caring, confident young men.
- The counseling department will support all community members, including students, family, faculty and staff, and alumni.

### **Department Values:**

In order to uphold our vision of a comprehensive school counseling program, we will:

- Provide each student with a safe, caring, and inclusive environment that enables him to develop appropriate spiritual, educational, and career goals.
- Work individually and collaboratively to ensure the social and emotional health of all students.
- Help students develop a respect and understanding of diversity and inclusion within and outside the Mount Michael community.
- Develop cooperative, healthy, and respectful relationships with stakeholders that encourage collaboration within ethical boundaries.

## **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 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> offense)
- Cheating on homework/quizzes
- Disrespect to student/staff member
- Lying
- Vandalism

5-30 Demerits:

- Cheating on exams
- Fighting
- Leaving campus without permission
- 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 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> offense)
- Disrespect to student/staff member
- Lying
- Vandalism

5-30 Demerits:

- Fighting
- Leaving campus without permission
- 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. (or until 45 minutes have elapsed). 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 and off campus.

- Possession, use, or distribution of illegal drugs or drug-related paraphernalia on school grounds or during a school-sponsored activity will result in automatic dismissal.
- For other substance-related offenses, disciplinary consequences may include demerits, community service, substance abuse evaluation and classes, probation, suspension from extracurricular activities, suspension from school, and dismissal. Cases will be handled on an individual basis, depending on the severity of the offense, the student's previous disciplinary history, and the discretion of the school administration.
- Use or possession of alcohol on school grounds or during a school-sponsored activity will result in disciplinary consequences as outlined above, and may include dismissal from school.
- 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, an evaluation by a professional chemical dependence clinic, and other disciplinary measures as outlined above.

**Prescription medications:**

- Students must declare all prescription drugs that they have on campus to their dean (for boarders) or the school administration (for day students).
- Depending on the student's grade and the nature of the medication, he may be required to turn his medication in to his dean, or he may be allowed to keep it in his room. If kept in his room, his dean must still be notified about the medication.
- Any student who takes or is in possession of a drug that is not prescribed to him, or who provides a prescription drug to another student, will be subject to disciplinary measures as outlined above.

**Over-the-counter medications:**

- School administrators and deans have basic OTC medications to give to students with parental permission (cough drops, cold medicine, ibuprofen, Benadryl, hydrocortisone cream, antibiotic ointment).
- Because deans have these medications available, students do not need to keep them in their dorms or lockers. However, students generally are allowed to possess OTC medication.
- No student may give this medication to another student, nor may a student ask another student for it. School administrators and deans will provide medication to these students when needed.
- Students should only keep a basic amount of these medications on campus. If a student is in possession of a large amount of a medication, particularly one that may be abused, it will be confiscated, the parents will be notified, and the student may be subject to disciplinary measures as outlined above.
- Any student who abuses or is suspected of abusing OTC medication on campus may be subject to disciplinary measures as outlined above.

See Appendix B at the bottom of this handbook for our complete Health and Wellness policy.

**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.**

**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 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.**

A doctor's note will be required to excuse any illness-related absence that lasts for **four or more days**.

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. Excessive Absences:** In accordance with Nebraska state law, any student who misses twenty or more days of school (whether excused or unexcused, for any reason other than official school activities) will be reported to the county attorney's office.

**5. 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.

**6. 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.

**7. 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.**

**8. 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 or parents 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 or his parents 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. To emphasize the value of community, students are discouraged from using phones or other electronic devices at meals.

**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.

**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.

**COMMUNITY SERVICE:** Mount Michael believes in the education of the total person (physical, emotional, mental, and spiritual). The community service program is a tool for personal 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 complete at least 100 hours of community service before graduation. Students are encouraged to do a variety of service activities every year, rather than completing all the hours at once or waiting until right before graduation. **No more than half of the service requirement may be completed for Mount Michael activities.** Students are encouraged to document hours of service performed above and beyond the minimum requirement.

### **Service activity requirements:**

- Service hours must be unpaid work for nonprofit community service organizations/events, OR for needy individuals who are not related to the student.
- Hours must be verified by an adult's signature (e.g. parent, dean, or activity supervisor) or adult email confirmation.
- Prior approval must be obtained from the Campus Ministry department for individual activities totaling more than 20 hours.
- Hours must be reported to the Campus Ministry department during the school year in which it is performed:
  - Service completed during the summer months must be reported by the start of Labor Day weekend.
  - Service completed during the school year must be reported by the start of Memorial Day weekend.

To be eligible for academic honors (including the Dean's List and admission to the National Honor Society) or for service trips at Mount Michael, students must be current on their documented service hours. To be current, students should have the following:

- Freshmen: 5 hours by the end of the fall semester, 15 hours by the end of the spring semester
- Sophomores: 25 hours by the end of the fall semester, 40 hours by the end of the spring semester
- Juniors: 50 hours by the end of the fall semester, 65 hours by the end of the spring semester
- Seniors: 80 hours by the end of the fall semester, 100 hours by the end of the spring semester

**Students who transfer in to Mount Michael after the first semester of their freshman year will be credited with the number of hours that they would have completed to be current at that point, or they may submit documented hours from their previous school.**

**Reporting hours of service that were not actually performed, or otherwise falsifying information on service reports, will result in student disciplinary action and potentially the assignment of additional service requirements.**

**COMPUTER LAB:** The use of the computer lab 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 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.

**CONCUSSION POLICY:** See Appendix A at the bottom of this handbook.

**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 (no joggers), 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 or locker rooms, 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 piercings, makeup, 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:** In general, headphones are not allowed during the school day. They may be permitted in a particular class or study hall by the teacher, but they may not be used at other times, including when walking between classes in passing periods.

**HEALTH AND WELLNESS:** In order to promote a safe and effective learning environment for all learners, Mount Michael has made the purposeful decision to implement a program which will empower students to make responsible choices now and prepare them for future success. It will also encourage collaboration among parents, Mount Michael, and students.

There are several aspects to this policy, including:

- An educational component. This will consist of ongoing education for students of all grade levels, their parent(s)/guardian(s), and faculty and staff. Topics will include (but are not limited to) the immediate and long-term dangers of drug and alcohol use, decision-making, and care and concern for others.
- A random drug and alcohol testing component.
- A process of communication that fosters collaboration between Mount Michael and home.

See Appendix B at the bottom of this handbook for our complete Health and Wellness policy.

**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 both their guests and others on campus. Inappropriate public displays of affection are not respectful either to the people involved or to the surrounding community, and therefore are not allowed. If such behavior occurs, demerits may be assessed, and the student may lose the privilege of having visitors at school.

**INCLEMENT WEATHER:**

1. Mount Michael is NOT part of any group closing, including Elkhorn Public Schools or Omaha Catholic Schools. Weather decisions will always be made independently by the school administration.
2. Inclement weather may lead to school being canceled or starting late (at either 8:40 or 10:00 AM).
3. Should Mount Michael be closed due to weather, it will always be communicated directly by the school via email, an automated voice/text system, social media, or reported to local news stations.
4. Due to our unusual status as a boarding school, we will try to make weather decisions the evening before whenever possible. This particularly applies to Sundays or other days when many students will need to make the decision to return to campus or not. However, this early decision is not always possible.
5. When a decision to close school is made in the morning, our goal is to communicate this by 6:30 AM.
6. Mount Michael does not always close when other schools do. In particular, Mount Michael never closes just because of extremely low temperature or wind chill advisories. Closures will normally be limited to snow, ice, and so on.

7. At times, the decision to close will be made when students are already on campus, especially boarding students. The residential dean staff will provide supervision and meals for these students.
8. If a student on campus wants to return home after school has been canceled, he will be allowed to go home **ONLY** when the roads are deemed safe enough to drive on, and then only when his parent has communicated with the dean that they give him permission to leave.

**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 provides 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 or other device 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 Snapchat, Instagram, Twitter, and Facebook) 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.
9. ANY use of proxies that could bypass our internet monitoring and filtering software.

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 OF 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.

Mount Michael is a closed campus, meaning that students are not allowed to have visitors outside of times when they are specifically allowed (i.e. Wednesday night visits, athletic events, and so on). See "Visitors" section below.

### **LEAVING CAMPUS DURING THE SCHOOL WEEK:**

No boarding student shall leave school property during the school week without the knowledge and explicit permission of his dean. Parents must notify their son's dean and give permission for the departure, as well as specifying whether they will pick him up or if he is driving himself.

When possible, boarding students are expected to return to campus before study hall begins at 7:30 pm. Depending on the timing and circumstances, a student driving off campus after school during the week may be considered a day student for that evening and be required to return to school the following morning.

Any boarding student leaving campus without permission receive no fewer than five demerits. Repeated offenses may result in the loss of driving privileges or suspension. Any student, including day students, who transports a boarding student off campus without permission will receive demerits as well.

Students may be allowed to walk, jog, or bicycle off campus (beyond the boundaries described above), but they must obtain permission from their dean to do so.

For any school activity (athletic event, field trip, fan bus, etc.), it is expected that boarding students will utilize transportation provided by the school. Exceptions to this rule will be rare and must be with parental permission and approval of the student's dean.

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 a school combination locker. Freshmen must provide locks for their dorm lockers. Sophomores, juniors and seniors will receive keys to their rooms. Only school personnel may make copies of these keys. Day students will receive a combination lock for an athletic locker. The combination locks are to remain throughout the year on the locker on which they are found. 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, radio, newspaper, website, or social media 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 may include clothing, posters, CDs, magazines, and so on that may contain references to alcohol, drugs, sexism, racism, or other ideas 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.

**RACISM AND DISCRIMINATION POLICY:**

Mount Michael desires to be a diverse and inclusive community in accordance with Catholic doctrine as well as the Benedictine values of community and hospitality. Actions which demonstrate intolerance toward minority groups cannot be allowed. Prohibited actions include, but are not limited to:

- The use of racist or sexist slurs
- Accessing materials based on hatred or separatism on the internet
- Posting or distributing these materials to other students

Consequences for such actions may include demerits, community service, suspension, or immediate dismissal from Mount Michael.

Mount Michael will develop an advisory board made up of teachers, monks, students, alumni, and/or other members of the local community to assist Mount Michael administration in formulating policies and educating youth to be tolerant and accepting of others.

**RESIDENTIAL LIFE:** See below for further specific rules about life in the dorms. However, boarding at Mount Michael is a privilege, not a right. If a student's behavior or attitude leads to frequent disruption to life in the dorms, he may be required to withdraw from the boarding program. Depending on the specifics of his behavior, this may be a temporary or permanent requirement. This decision will be entirely at the determination of the school administration.

**RETURNING TO CAMPUS - DURING WEEKENDS AND BREAKS:** A student who plans to remain on or return to campus during the weekend must inform his dean.

During breaks when school is closed (Thanksgiving, Christmas, Spring, and Easter breaks), the dormitories are closed. Students who are on campus for athletics or other activities may be allowed to use locker rooms or other school areas related to their activity, but must stay out of all residential areas. Demerits will be assessed to any student entering the dorms at these times.

**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 the student parking lot. 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 evening study hall, freshmen are to be in the freshman study hall and sophomores, juniors, and seniors are to be in their assigned rooms. During this study hall, the students will remain in their rooms and study quietly. Proctors will be assigned at all times. More specific regulations for these study periods will be found in the upperclassmen handbook and the freshmen handbook (at the end of this booklet).

During daytime study halls, freshmen, sophomores, and juniors will report to the study hall 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, and must also sign back in before the end of the period.

For seniors, these study halls 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.

**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:** During the school day, cell phones may not be used or even be in a student's possession. They must be left in the dorm (for boarders) or in lockers (for day students). A student who uses his phone, whose phone goes off in class, or is found to be in possession of his phone will receive 3 demerits and will be fined \$25. Most boarders will be required to turn their phones in to their dean and will only be allowed to have them during specific times. No phone calls are to be placed or received after 10:30 p.m. or during study periods except in case of an emergency. Violations of this policy outside the school day will be assessed demerits and may be fined as well.

**TELEVISIONS AND VIDEO GAMES:** Students may not possess televisions in the dorms. 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 AND NICOTINE:** Mount Michael is a smoke/tobacco/nicotine free campus. Student use or possession is not permitted. This prohibition includes e-cigarettes, vaping devices, and similar 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

For offenses beyond the 3<sup>rd</sup>, additional disciplinary measures may be considered.

**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.

**VACCINATIONS:** To ensure the health of both Mount Michael students and the larger community, vaccinations are required of all students, and parents or guardians are required to provide evidence of their son's vaccination history. No personal exemptions to this policy will be accepted. The only exception to this will be a detailed medical exemption that is provided by a medical doctor. Any medical exemption must use a form that Mount Michael will provide upon request, and it must be submitted directly to the school office by the medical doctor. Any exemption that may have been accepted by a student's previous school will not automatically be accepted by Mount Michael.

The following vaccinations are required for all students, based on the Nebraska Department of Health and Human Services regulations:

- Diphtheria, Tetanus, Pertussis (DPT) – 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4th birthday
- Tdap (with pertussis booster) required in 7th grade
- Polio – 3 doses of polio vaccine
- Measles/Mumps/Rubella (MMR) – 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- Hepatitis B – 3 doses of pediatric Hep B or 2 doses of adolescent vaccine if student is 11-15 years of age
- Varicella (chicken pox) – 2 doses given on or after 12 months of age. If the child has had varicella disease, they do not need the vaccination.

**VANDALISM:** Students who intentionally damage school property or the property of other students and staff will receive demerits or, depending on the severity, may 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. 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. The make, model, and license plate number of each student's vehicle must be registered with the deans, and if parking permits are issued, they must be clearly displayed on the vehicle. 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.

**Parking:** All students (boarding and day) are to park in the parking lot east of the gymnasium. The lot between the school buildings, the row of spots against the Sokol Building, and other spots marked "Staff Only" are reserved for faculty, staff, and guests and are not to be used by students. Other parking directions may be given at various times of the year (for Fall Festival or other major events, during snowstorms, etc.). Students who park in faculty/staff areas, in areas marked out with painted yellow lines, along the curb, in the area to the south of the St. Benedict Building, or any other unauthorized area will

receive one warning. After this, they will be fined \$10 per parking offense. If a student continues to violate these parking rules, he may receive demerits or other disciplinary consequences, be required to park at the development office south of the school, or lose the privilege of having a car 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 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, paintballs and paintball guns, **airsoft guns, ammunition,** 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. **Toy guns or other items resembling weapons are also forbidden.**

## **FRESHMAN 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. Cell 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 will be assigned locker(s) upstairs either in the east or west locker room. This area must remain clean at all times. Students should bring their own locks. **WE INSIST THAT EACH FRESHMAN KEEP HIS LOCKERS LOCKED AT ALL TIMES.** Each student should keep his combination private so that he is the **ONLY ONE** with access to his locker. 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 them or else you will be charged for this damage. 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.

## **UPPERCLASSMAN HANDBOOK**

SOPHOMORES, JUNIORS, SENIORS: The following rules are in addition to earlier sections 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 will 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 \$10.00. 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 freshman 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.

### **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 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:** Upperclassman athletic lockers are located on the first floor (locks provided). Freshman day student lockers are located in the upstairs freshmen locker room (students provide their own locks).

**LEAVING CAMPUS:** Day students and/or their parents are entirely responsible for transportation to and from campus every day. Students are not permitted to leave campus during the school day without permission from their parents for an appointment or other valid excuse. After school hours, Mount Michael is not responsible for day students who have left campus. However, any day student who transports a boarder without permission from the school and from all involved parents is subject to the same consequences outlined in "Leaving campus during the school week" (above). They will receive no fewer than five demerits, and repeated offenses may result in loss of driving privileges.

### **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.

International students and other students who reside from more than a 200-mile radius from Mount Michael must enter as seven-day boarders and are expected to maintain that status throughout their time at Mount Michael. Exceptions to this policy will rare and be made solely at the discretion of the Head of School.

Mount Michael is a residential and day school. Mount Michael does not provide or vet host families.

**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. All students are required to leave campus no later than one day after school ends for that break. When returning from breaks, students should not arrive on campus before 6:30 PM on the day before classes resume 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.

**VEHICLES:** Seven-day boarders are not allowed to have cars on campus.

**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
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.	Freshman 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
<b>Seniors/ Sophomores</b>				
Lunch	11:46-12:16	12:06-12:36	12:06-12:36	11:21-11:51
6th Period	12:20-1:03	12:40-1:18	12:40-1:18	11:55-12:33
<b>Juniors/ Freshmen</b>				
6th Period	11:50-12:33	12:10-12:48	12:10-12:48	11:25-12:03
Lunch	12:33-1:03	12:48-1:18	12:48-1:18	12:03-12:33
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

# Mount Michael Benedictine

## Concussion Management Policy & Protocol

Updated Fall 2020

- I. Definition of Concussion
  - a. A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head. A concussion is any head trauma that causes an altered mental state that may or may not involve a loss of consciousness. Only 10% of concussions involve a loss of consciousness.
  - b. Concussions can also occur following a fall or a blow to the body that causes the head and brain to move back and forth quickly.
  - c. This sudden movement can cause the brain to bounce around in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.
  - d. Health care professionals may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.
  
- II. Education
  - a. Parents and Student Athletes
    - i. Prior to the start of the athletic season, all student athletes and their parents will have access to educational information regarding concussions.
    - ii. The information will include:
      1. Signs and symptoms of a concussion
      2. Risks posed by sustaining a concussion
      3. Actions that should be taken in response to sustaining a concussion
  - b. Coaches
    - i. Online education classes for all head, assistant, and volunteer aids, needs to be completed prior to the beginning of the sports season the coach is involved in each school year. Each coach will be required to complete the online course only one time per year.
    - ii. The school shall ensure that coaches at all levels of athletic teams have training and information available for learning how to:
      1. Recognize the Signs & Symptoms of a concussion or brain injury
      2. Seek proper medical treatment for a concussion or brain injury
  
- III. Neurocognitive Test
  - a. ImPACT concussion testing is a computer based, neurocognitive exam designed specifically for the management of sports related concussions. It is more sensitive to brain function than the pencil and paper tests.
  - b. All students will take the ImPACT test and establish a baseline test prior to the start of the school year, and then will be re-tested to establish a new baseline at two-year intervals (normally freshmen & junior year).
  - c. After the designation of a concussion the student athlete will be tested when they complete the return to learn protocol. If their post injury testing is not at baseline levels, they will be tested again in 24-48 hours.

#### IV. Signs and Symptoms of a Concussion

- a. A list of signs and symptoms will be provided to all coaches and athletic administration prior to the start of the season/class. A list of signs and symptoms is included below:
  - i. Signs (observed by coach, teammate, etc.) include but not limited to:
    1. Appears to be dazed or stunned
    2. Confusion
    3. Moves clumsily
    4. Loss of consciousness
    5. Behavior/personality changes
    6. Forget events prior to injury (retrograde amnesia)
    7. Forget events after injury (anterograde amnesia)
  - ii. Symptoms (reported by athlete) include but not limited to:
    1. Headache
    2. Nausea
    3. Balance problems or dizziness
    4. Double or fuzzy vision
    5. Sensitivity to light
    6. Tinnitus (ringing in ears)
    7. Feeling “foggy”
    8. Concentration or memory issues
    9. Change in sleep pattern
    10. Feeling fatigued
- b. Any one or multiple of these signs and symptoms are indicative of possible concussion and therefore give cause for an athlete to be immediately removed from activity and directed to an appropriate licensed healthcare provider.
- c. Symptoms may be delayed several hours or days following injury, and therefore need to remain monitored.

#### V. Appropriate Licensed Health Care Provider (LHCP)

- a. The school, in accordance with LB260 – the Nebraska Concussion Awareness Act – shall consider an appropriate licensed healthcare provider as those appropriate to evaluate, assess, manage, and provide healthcare services to a concussed student athlete, and lawfully allowed to provide written clearance for return to participation to be a:
  - i. Medical Physician (MD), Doctor of Osteopathy (DO), or licensed practitioner under the supervision of an MD or DO i.e. Physician Assistant (PA-C) or Nurse Practitioner (APRN)
  - ii. Athletic Trainer (ATC)
  - iii. Neuropsychologist (PhD)

#### VI. Guidelines and Procedures if Concussion is Suspected

- a. Recognize Concussions
  - i. Coaches should understand the contemporary definition of a concussion
  - ii. Coaches are to be familiar with the signs and symptoms of a concussion

- iii. Coaches should be familiar with conducting basic cognitive and balance sideline testing to recognize cognitive and balance abnormalities
  - iv. Coaches may refer to information provided to them for conducting basic cognitive and balance testing for recognizing cognitive and balance abnormalities
  - v. A coach may seek assistance from the host site athletic trainer, other healthcare providers, or medical staff onsite to conduct an appropriate sideline assessment if at an away contest
- b. Removal of Student Athlete
- i. If a coach reasonably suspects an athlete has sustained a concussion, or notes any signs or symptoms of a concussion, including cognitive or balance abnormalities, the athlete is to be immediately removed from activity.
    - 1. An athlete does not have to display all of the signs or symptoms to be assessed as a concussion
  - ii. Sideline or training room evaluation/assessment will be done by the appropriate health care professional (certified athletic trainer, a medical doctor, or neurologist)
  - iii. If an appropriate sideline evaluation/assessment is unable to be conducted for an athlete suspected of potential head injury, the athlete is to be removed from further activity until such assessment can be made.
    - 1. "When in doubt, sit them out"
  - iv. The student athlete will not return to participation for a period of 24 hours whether assessed as having suffered a concussion or not, unless a health care professional clears them to return to play.
- c. Direct to an Appropriate Licensed Healthcare Provider
- i. Any athlete having sustained a concussion, or reasonably suspected of having a concussion upon being removed from activity is to be directed to an appropriate licensed healthcare provider
    - 1. The time frame for determining when such care is sought may involve the athlete seeking such care:
      - a. Immediately by activating the EMS and transport by ambulance (unstable)
      - b. Reporting to an emergency department transported by a parent or responsible adult (stable)
      - c. By instructing athlete to follow up with the school's athletic trainer in a reasonable period of time upon allowing the athlete to go home with a responsible adult having been provided appropriate instructions (stable)
      - d. Recommend to parent referral to their primary care physician if the school's athletic trainer is not available in a reasonable period of time.
    - 2. Please refer to Section V as to who the school considers an appropriate licensed healthcare provider for the purpose of assessing and managing an athlete's care for a suspected concussion
- d. Inform Parents
- i. The coach, the school's athletic trainer, or other designated school personnel will contact the parents to inform them of:
    - 1. The date and time of the injury

2. Observed signs and symptoms
  3. Action taken, and, should the student athlete be a day student, make arrangements for the athlete to travel home safely
- ii. If in the event that an athlete's parents cannot be reached, and the athlete is in a stable condition and does not require a trip to the ER or the EMS does not need to be activated:
    1. The coach or ATC will insure that the athlete will be with a responsible adult capable of monitoring the athlete before allowing the athlete to leave practice
    2. The coach, ATC, or school personnel should continue efforts to reach the parents
    3. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to an emergency department for evaluation. A coach or designated school personnel is to accompany the athlete and remain with the athlete until the parents or adult family member, or other responsible adult arrives.
  - iii. If the school ATC or medical staff is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury

VII. Guidelines and Procedures after the Designation of Concussion

- a. Upon the identification of a concussion the student athlete will be placed in the concussion management protocol as set up by Mount Michael Benedictine School.
- b. Student athletes who have been assessed as having a concussion will be encouraged to seek consultation with the family's choice of a primary care physician or a neurologist at their earliest convenience
- c. ImPACT testing will be conducted when the athlete is asymptomatic and has completed the Return to Learn portion of the Mount Michael concussion management protocol
- d. A post-concussion information sheet will be given to the student athlete and/or parent, which provides information regarding concussions, suggestions for treatment and information regarding their specific injury
- e. Athletes with a concussion will report to the ATC for continued monitoring as need specified by the ATC
- f. The Mount Michael ATC will have the final authority to progress the athlete through the concussion management protocol and release to full activity as warranted by return to activity protocol after cleared by a physician
- g. A concussion management return to play protocol will be filled for each student athlete who has suffered a concussion
- h. Notice will be given to the Mount Michael Head of School and School Counselor with information regarding the student athlete's injury so that they may inform the teachers of that student-athlete's injury and progress into the Return to Learn protocol.
- i. Written permission form must be signed by parent/guardian and an approved health care professional and returned to the ATC before clearing the student athlete to begin the concussion management return to play protocol

VIII. Return to Learn Protocol/Progression

- a. Progression is individual. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the ATC/CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	HOME – Cognitive and Physical rest	<ul style="list-style-type: none"> <li>- Stay at home</li> <li>- No driving</li> <li>- Limited mental exertion-computer, texting, video games, and homework</li> </ul>
2	HOME – Light Mental Activity	<ul style="list-style-type: none"> <li>- Stay at home</li> <li>- No driving</li> <li>- Up to 30 minutes mental exertion</li> <li>- No prolonged concentration</li> </ul>
<b>Progress to Step 3 when student athlete handles up to 30 minutes of sustained mental exertion without worsening of symptoms.</b>		
3	SCHOOL – Part Time <ul style="list-style-type: none"> <li>- Maximum Adjustments</li> <li>- Shortened day/schedule</li> <li>- Built in breaks</li> </ul>	<ul style="list-style-type: none"> <li>- Provide quiet place for scheduled mental rest</li> <li>- Lunch in quiet environment</li> <li>- No significant classroom or standardized testing</li> <li>- Modify rather than postpone academics</li> <li>- Provide extra time, help and adjustment of assignments</li> </ul>
<b>Progress to Step 4 when student athlete handles 30-40 minutes of sustained mental exertion without worsening of symptoms</b>		
4	SCHOOL – Part Time <ul style="list-style-type: none"> <li>- Maximum Adjustments</li> <li>- Shortened day/schedule</li> </ul>	<ul style="list-style-type: none"> <li>- No standardized tests</li> <li>- Modified classroom testing</li> <li>- Moderate decrease of extra time, help and medication of assignments</li> </ul>
<b>Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms</b>		
5	SCHOOL – Part Time <ul style="list-style-type: none"> <li>- Minimal Adjustments</li> </ul>	<ul style="list-style-type: none"> <li>- No standardized testing/routine tests are ok</li> <li>- Continued decrease of extra time, help and adjustments of assignments</li> <li>- May require more support in academically challenging subjects</li> </ul>
<b>Progress to Step 6 when student athlete handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics</b>		
6	SCHOOL – Full Time <ul style="list-style-type: none"> <li>- Full Academics</li> <li>- No adjustments</li> </ul>	<ul style="list-style-type: none"> <li>- Attends all classes</li> <li>- Full homework and testing</li> </ul>
<b>When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required.</b>		

IX. Return to Play Protocol/Progression

- a. Return to play is a medical decision. The ATC/CMT will be familiar with state concussion laws and understand which healthcare providers may clear a student. To begin Return to Play protocol/progression, the student must be free of all symptoms (see signs and symptoms of concussion), have no academic adjustments in place, and be cleared by an approved healthcare provider. The student may spend 1-2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, stop activity and have the ATC/CMT reassess.

<b>Rehabilitation Stage</b>	<b>Functional exercise at each stage of rehabilitation</b>	<b>Objective of each stage</b>
1. No activity	Symptom limited physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum permitted heart rate. No resistance training	Increase HR
3. Sport-specific exercise	Running drills in soccer, etc. No head impact activities	Add movement
4. Non-contact training drills	Progression to more complex training drills, passing drills in football and basketball, etc. May start progressive resistance training.	Exercise, coordination and cognitive load
5. Full contact practice	Following medical clearance Participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

## Appendix B: Mount Michael Benedictine School Health and Wellness Policy

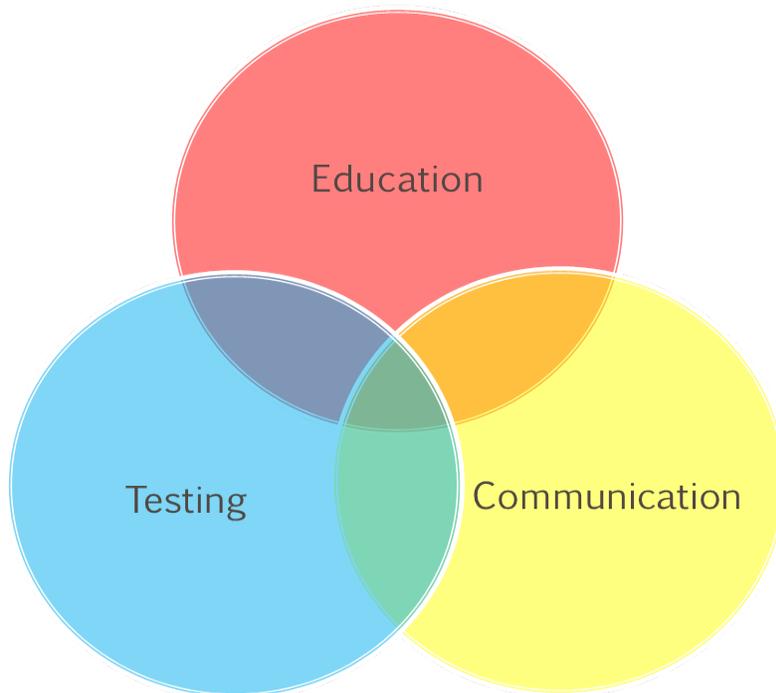
*See above for the current Mount Michael Alcohol/Drug Policy.*

### Mount Michael Health and Wellness Policy

Rationale: In order to promote a safe and effective learning environment for all learners, Mount Michael has made the purposeful decision to implement a program which will empower students to make responsible choices now and prepare them for future success. It will also encourage collaboration among parents, Mount Michael, and students.

There are several aspects to this policy, including:

- An educational component. This will consist of ongoing education for students of all grade levels, their parent(s)/guardian(s), and faculty and staff. Topics will include (but are not limited to) the immediate and long-term dangers of drug and alcohol use, decision-making, and care and concern for others.
- A random drug and alcohol testing component.
- A process of communication that fosters collaboration between Mount Michael and home.



#### Educational Component:

- The Mount Michael Counseling Department will develop a full range of educational components concerning the use and consequences of drugs and alcohol. These will be developed annually over the

next several years, so that each student receives more information each year as he develops cognitively. The schedule will be:

- Year One: The Personal Health Risks Associated with Drug and Alcohol Use
  - Year Two: How Drug and Alcohol Use Affect Families
  - Year Three: Social Justice Aspect of Drug and Alcohol Use
  - Year Four: The Science of Addiction
- There also will be ongoing parent sessions on an annual basis, or more frequently based on demand.
  - Faculty and staff will also be given relevant materials.

#### **Mandatory Alcohol/Drug Testing Process:**

- On a regular and ongoing basis, Mount Michael students will randomly be selected by Psychemedics to submit to alcohol and drug testing via a hair sample. Psychemedics, a drug/alcohol testing company, has been contracted to provide the results of these tests to Mount Michael.
- Students must maintain appropriate head and body hair (in non-private areas) to give a sufficient sample for testing. Refusal to test or avoidance of testing will be viewed as a positive result and may be grounds for dismissal from Mount Michael.
- Samples will be sent to Psychemedics for analysis and the results will be sent to the Director of Counseling.
- If a student receives a negative test result, the Counseling Office will send a “Letter of Negative Result” home to parents or guardians with the date of the testing indicated.
- If a student receives a positive result, the following will apply:
  1. First Positive for drug and/or alcohol use:
    - a. A school counselor will contact the parent(s)/guardians and request a meeting with the parent(s)/guardians and the student immediately. Parent(s)/guardian(s) of seven-day boarders will be contacted via email, with the student’s dean filling in for parents as determined necessary on a case-by-case basis. All effort shall be made, however, to include the parent(s)/guardian(s) of seven-day boarders as much as possible.
    - b. Students and parents/guardians will be given the test results and assistance will be offered for finding help and interventions to promote the student’s wellbeing. Counselors will provide names of approved drug/alcohol agencies for a chemical dependency evaluation as a courtesy, not an endorsement of services. A chemical dependency evaluation will be encouraged, but will not be required except in the case of seven-day boarding students.
    - c. Students with a first positive will be tested again after 100 calendar days from the previous test at the expense of the student’s parent(s)/guardian(s). Payment must be made in advance and within ten days following the meeting between the counselor, students, and parent(s)/guardian(s).
      - i. If the first positive 100-day re-test results are negative, the student will be placed back in the random pool of test participants. Any future positive test will be regarded as a second positive.
      - ii. If the first positive 100-day re-test results are positive, the student will be placed in the second positive category.
  2. Second Positive for drug and/or alcohol use:

- a. Upon notification of the second positive, the Dean of Students will evaluate the disciplinary record of the student and inform the student and his parent(s)/guardian(s) of the disciplinary consequences, up to and including dismissal from Mount Michael.
  - b. If the student is permitted to continue at Mount Michael, the Dean of Students will inform the student and parent(s)/guardian(s) of any suspension from extracurricular activities.
  - c. If the student is permitted to continue at Mount Michael, the second positive result will require the student to complete a chemical dependency screening at an agency approved by Mount Michael's Counseling Department and follow any recommendations of the chemical dependency evaluation within six weeks of being informed of the positive test result.
  - d. Failure to follow the recommendations of the chemical dependency evaluation may result in disciplinary consequences, up to and including dismissal from Mount Michael.
  - e. Students with a second positive will be tested again after 100 calendar days from the previous test at the expense of the student's parent(s)/guardian(s). Payment for this test must be made in advance and within ten days following notification of the student's status by the Dean of Students.
3. Third Positive for drug and/or alcohol use:
    - a. Mount Michael will have no choice but to accept that, despite nearly a year of evaluation and support, the student is not demonstrating sufficient improvement in remaining drug/alcohol free.
    - b. A third positive will lead to dismissal from Mount Michael.
- For the 2021-22 school year, Psychomedics will also test for nicotine. A positive result will be reported to the counseling department and to the student's parents. There will be no disciplinary action by the school for a positive nicotine test. This policy will be reviewed in future years.

#### **Definitions/Understanding**

1. The tenure of the policy is from the date of the student's enrollment at Mount Michael until the date of the student's graduation or transfer.
2. Mount Michael will exercise its discretion in applying this policy and reserves the right to make judgments in individual cases for the good of the student, his parent(s) or guardian(s), and the Mount Michael community.
3. Extracurricular activities are activities not directly related to academic curriculum, and include but are not limited to, student council, athletic teams and clubs, school organizations, and school functions.