MOUNT MICHAEL BENEDICTINE SCHOOL
STUDENT AND PARENT HANDBOOK 2026-27

SCHOOL ADMINISTRATION

Head of School:	Dr. David Peters
Assistant Principal:	Mr. Tyler Linder
Administrative Assistant:	Mrs. Gail Raabe
Director of School Counseling:	Mrs. Christy Crnkovich
School Counselor:	Mrs. Mikaela Blackmore
Activities Director:	Mr. Tom Swanson
Curriculum Director:	Mrs. Shanna Sedlacek
Director of Mission and Ministry:	Mrs. Amanda Schleimer
Director of Advancement:	Mr. John Von Dollen
Director of Enrollment:	Mr. Timothy Carlson
Business Manager:	Rev. Louis Sojka, O.S.B.
Facilities Manager:	Mr. Jeff Carrier

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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 or parent/guardian. 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.

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.

NONDISCRIMINATION POLICY

Mount Michael admits students of any race, color, and national or ethnic origin.

God created every human being; Jesus Christ died to save every human being. Consequently, every human being is of inestimable value, no exceptions. At the Last Supper Jesus washed the feet of his disciples. In his rule, St. Benedict insisted that monks vie with one another to be of service to others. As a Catholic, Benedictine school, we strive above all to be of service to our students and to their families. We aspire to these goals integrating our Catholic faith, our Benedictine heritage, and the guidelines for education of the Archdiocese of Omaha.

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.

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)

These values serve as an honor code for Mount Michael students and set up an expectation that all of them live their lives with respect, honesty, responsibility, and care for others. Inspired by Catholic morals and the Benedictine tradition, Mount Michael challenges each student to develop to his full potential in every aspect, and at its core strives to instill ethical values as an integral part of each student's educational experience.

Mount Michael students are expected to demonstrate empathy by

- showing concern for others
- contributing to the good of the community
- avoiding any kind of discriminatory behavior or language
- treating others as they would like to be treated

Students are expected to demonstrate honesty by

- being truthful in everything they say
- avoiding any kind of cheating on homework or assessments, including copying the work of others or allowing others to copy
- avoiding plagiarism, the use of artificial intelligence, or in any way submitting work that is not their own

Parents are expected to support Mount Michael in instilling these values in their sons and model them the same way that teachers and administrators do.

A student's enrollment at Mount Michael is a privilege, not a guaranteed right, and will be evaluated every year. If there are ongoing discipline or academic issues, the school administration reserves the right to decide whether that student is allowed to remain at Mount Michael.

If serious dissatisfaction with Mount Michael's programs, activities, or staff results in ongoing agitation on the part of the parents/guardian, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents/guardian, may exercise Mount Michael's right to discontinue enrollment of the student at Mount Michael.

ACADEMICS

COURSE WORK: All students are required to take classes in English, mathematics, science, social science, and theology every year, in addition to two years of a world language, one semester of a fine art, 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. Not all courses may be offered every year.

ENGLISH DEPARTMENT:
English I *
English II *
English III or AP English Language *
English IV or AP English Literature *
Speech *
Advanced Speech I-IV
Introduction to Journalism
Honors Journalism
Creative Writing
Film Studies
Reading Elective

MATHEMATICS DEPARTMENT:
Algebra I *
Algebra II and Trigonometry *
Geometry *
Pre-Calculus
College Algebra and Trigonometry
AP Calculus
Honors Calculus II and III
Introduction to Statistics

SCIENCE DEPARTMENT:
Biology *
Chemistry *
Physics or AP Physics *
Anatomy and Physiology
Forensic Science
AP Biology
AP Chemistry
Honors Physics

SOCIAL SCIENCE DEPARTMENT:
World History *
Business Economics and Civics *
American History or AP American History *
AP African American Studies
AP US Government
Holocaust Studies
International Issues
Philosophy
Psychology
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 (World Religions, Church History)*

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
Pottery I-II
Advanced Pottery
Advanced Drawing
Graphic Design
Photography
Sculpture
Band
Chorus
Guitar Lessons
Private Band Lessons
Music Appreciation
History of Rock & Roll
AP Music Theory

TECHNOLOGY AND OTHER DEPARTMENTS:
Computer Science *
AP Computer Science Principles
AP Computer Science A
Introduction to Robotics
Advanced Robotics
Architecture and Engineering
Honors Residential Architecture and Engineering
Honors Commercial Architecture and Engineering
Honors Engineering Design and Development
Architecture Modeling
Personal Finance
Physical Education I *
Physical Education II
Strength and Conditioning
Freshman/Sophomore Seminar
College and Career Planning *

Enrollment in AP and Honors classes requires an application and approval by the instructor. All students enrolled in AP classes are encouraged but not required to take the AP exam. Some courses may also be taken for dual enrollment college credit through Creighton University, the University of Nebraska at Omaha, and Nebraska Wesleyan University.

DROPS AND ADDS: 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 head of school and counselor of his intent. This process will include the signatures of the following: instructor, counselor, principal, and parent. Once the signatures are obtained, the drop/add slip must be submitted to the office before the class change will be made official.

When schedules are released in the spring, there will be a free drop/add period when changes may be made at no charge. Any student (with parental permission) or parent wishing to make a schedule change on or after the announced free drop/add deadline will be assessed a $50 administrative fee before the change will be made.

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 as approved by the administration. The incomplete must be made up within a two-week period.

Certain classes may be offered as pass/fail. Grades in those classes do not count towards a student's GPA. If a student fails a required class for a semester, he will need to make up the class via independent study through UNL High School or Metropolitan Community College to graduate. The full credit recovery policy and procedures will be provided to students and parents when required.
There is no expectation for teachers to provide opportunities for extra credit to improve a student's grade.

GRADE POINT AVERAGE CALCULATION: A student's grade point average will be calculated from his letter grades using the following scale:

Regular Classes:	Honors and AP Classes:	
A: 4.0	A: 5.0	C+: 3.5
B+: 3.5	A-: 4.75	C: 3.0
B: 3.0	B+: 4.5	C-: 2.75
C+: 2.5	B: 4.0	D: 2.0
C: 2.0	B-: 3.75	F: 0
D: 1.0		
F: 0		

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 (school or residential, not combined) in the first semester, and no more than 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 with excessive absences for the semester (as determined by the school administration) will not be eligible 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.

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 whose GPA falls below a 2.0 at the end of any semester or fails any required course will be placed on academic probation. Students and parents will be notified via letter from the school administration explaining the terms of the academic 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 by the administration at the end of the following quarter for possible dismissal if there is not great improvement.

Any student placed on academic probation at the conclusion of the first semester may be declared ineligible for extracurricular participation for the first ten school days of the spring semester in order to prioritize academic recovery and establish satisfactory academic habits as determined by the school administration.

Any student who is on academic probation will meet weekly with a counselor or designated faculty advisor who will help 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. See our field trip policy below for other possible restrictions.

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.

Seniors are generally not required to attend their daytime study halls. Any senior who is on academic probation or has a grade of D or F must report to all of his scheduled study halls.

EXTRACURRICULAR 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 Activities 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 competition 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 without a mandatory sitting out period.

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.

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

DEMERIT SYSTEM: A demerit system will be used to help the school administration 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. Demerits may be assessed by any administrator, teacher, or other school official.

CODE OF CONDUCT: We are all held accountable for our actions. 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.

Infraction/description	Demerits 1-2	3-5	6-10	Fri./Sat. Detention	Suspension/ dismissal	Additional administrative response
Absent from before/after school study hall As required by teachers or administration.	x					
Dress code/appearance violation See full dress code description later in this handbook.	x					
Inappropriate behavior/language	x					
Late or truant from class/mass/study hall	x	x				Skipping a scheduled class may result in 5 demerits.
Not following directions Off task in class, not paying attention, unprepared, etc.	x	x				Student may be dismissed from class.
Vehicle violation Unsafe driving on or around campus, parking illegally, etc.	x	x				Students may be required to park in an alternate location.
Presence in an unauthorized area Description of campus limits may be found later in this handbook.	x					
Technology violation May include computers, cell phones, tablets, smart watches, or laptops. See full policy on computers and personal electronic devices later in this handbook.	x	x				$25 fine for cell phone use in class, escalating for further offenses. Other technology consequences handled on a case-by-case basis.
Disrespect to student/staff member	x	x				
Lying	x	x				
Vandalism		x				
Academic Dishonesty May include cheating on homework or exams, plagiarism, or use of artificial intelligence programs		x	x	x	x	Repeated offenses will have more serious consequences.
Fighting		x	x	x	x	
Leaving campus without permission		x	x			
Theft		x	x	x	x	
Tobacco or nicotine possession/use May include cigarettes, vaping, chewing tobacco, dip, etc.		x				Service hours required. Will also result in a non-random drug test.
Bullying/harassment		x	x	x	x	
Possession/use of drugs or alcohol Includes alcohol, illegal drugs, prescription medication, or over-the-counter medication. See substance policy later in this handbook.			x	x	x	
Selling/distributing alcohol, medication, or drugs					x	Law enforcement may be contacted.
Fires (intentional or unintentional) Includes setting fires in the building or anywhere on campus, use of fireworks, tampering with fire prevention equipment, using candles or incense, etc.			x	x	x	$100 fine will be assessed. Law enforcement may be contacted.
Possession of weapons Includes firearms, knives, paintball/airsoft guns, or any other dangerous items. Toy weapons, including water pistols or anything else designed to look like weapons are also forbidden.					x	Law enforcement may be contacted.

- The above demerit chart is a guideline and can be altered by the teachers or administration depending upon the infraction. In particular, repeated violations of the same rule become a matter of defiance and may necessitate more serious consequences.
- Day students will receive school demerits ONLY, regardless of time of day.
- If a student has fewer than five demerits at the end of the first semester, those demerits will be removed from his record.

FRIDAY / SATURDAY DETENTIONS: The accumulation of demerits will result in detentions. When a student reaches 5 and 10 demerits, he will be required to serve a Friday for 45 minutes. When a student reaches 15 demerits, he may be required to serve a Saturday for 2 hours. Detentions may be scheduled for other days when necessary.

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 or 10th demerit. The list of assigned Fridays will be posted. There may be work assigned; if not, the students will sit in the classroom silently. The student will be dismissed after 45 minutes. It is the responsibility of the student to inform his parents that he will be serving a Friday.
2. Students assigned a Saturday will be informed by the Dean of Students what day he is required to attend after receiving his 15th demerit. Saturdays will normally take place between 8 and 10 a.m.

Any student who has a conflict with a scheduled Friday or Saturday must discuss it with the Dean of Students, but in general will be expected to serve it as assigned.

WHEN A STUDENT IS ASSESSED DEMERITS:

1. When a teacher assesses a demerit, he/she will go into the discipline section of our JMC school portal and mark the violation, number of demerits assessed, and the date.

2. When a student receives three 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/guardians informing them of the situation. They will be asked to sign and return the letter.

4. When a student accumulates 15 demerits, he will receive one expulsion point (see below).

5. When a student accumulates 20 demerits, he will be required to serve one day of in-school suspension. This normally means he will spend the day working with the maintenance staff instead of going to class. The student is still required to turn in all assignments for the day and take all quizzes and tests. The parents will be informed by the Dean of Students.

6. When a student accumulates 25 demerits, he will be reviewed by the school administration. 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. Students who receive more than 25 demerits in a school year may be placed on disciplinary probation the following year with a lower number of demerits allowed before dismissal.

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

a. Accumulating 30 school 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.

EXPULSION POINTS: If a student acquires five expulsion points in a year, he may be dismissed from Mount Michael. A student accumulates expulsion points when his parents/guardians need to be contacted for serious issues that include but are not limited to:

- Academic dishonesty
- Theft
- Fighting
- Bullying/harassment
- Substance possession/use
- Accumulation of fifteen school OR residential demerits

DISCIPLINARY HEARING: When required, a dismissal hearing will be held. Voting members will be the head of school, the dean of students, the class dean, and at least two faculty members appointed by the head of school. A non-voting faculty member, selected by the student and his parents/guardians, will serve as the student's advocate.

1. The meeting will include the above group of faculty, the student, and the student's parents if they wish to attend.
2. 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.

DISCIPLINARY PROBATION: The goal of our disciplinary system is to change negative student behavior. When a student continues to violate school policies and established consequences do not lead to a change of behavior, he may be placed on disciplinary probation and a behavioral contract. A student placed on disciplinary probation is required to meet weekly with a designated faculty advisor or the dean of students. Failing to meet with the advisor is considered a violation of probation. The behavioral contract will include conditions that the student must follow (e.g., restitution, work to be accomplished, reduction in total number of demerits or expulsion points 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") strives to provide an environment that is free from all forms of discrimination and conduct that can be considered unlawful harassment, coercion, bullying, hazing, 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 because of sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic under local, state, or federal law. 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.

This policy regarding abuse and harassment is not limited to school premises. All Mount Michael students are expected to act with Christian charity towards all people at all times, whether in person or on social media. If the administration learns about any form of harassment perpetrated by a Mount Michael student, that student may be subject to discipline at school. In particular, any allegations of dating violence will be investigated, and will be referred to the appropriate authorities when deemed necessary.

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. Incident reports are available from the school counselors or administration to help report any kind of harassment or bullying.

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 by the school administration 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.

Mount Michael abides by the child abuse laws of the state of Nebraska. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services or law enforcement.

ALCOHOL AND DRUGS: Illegal drug and alcohol use is prohibited on and off campus.

- A first offense of possession or use of alcohol, illegal drugs, synthetic variants of drugs (whether legal or not), or drug-related paraphernalia on school grounds or during a school-sponsored activity will result in five days of out-of-school suspension, at least one expulsion point, twenty-five hours of community service, and mandated additional drug testing at the parents' expense. Other consequences may include required substance abuse education and/or suspension from extracurricular activities.
- A second offense of possession or use of alcohol, illegal drugs, synthetic variants of drugs, or drug-related paraphernalia on school grounds or during a school-sponsored activity will result in automatic dismissal. This will apply at any time while a student is enrolled at Mount Michael.
- The sale or distribution of illegal drugs on school grounds or during a school-sponsored activity will result in automatic dismissal. Law enforcement may be contacted.
- The consequences for an alcohol or drug offense off campus that is documented may include exclusion from extracurricular activities, an evaluation by a professional chemical dependence clinic, and other disciplinary measures as outlined above.
- The administration reserves the right to use a breathalyzer or other drug test on any student suspected of being under the influence on campus or at any school-sponsored activity.

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 conclusion of this handbook for our complete Health and Wellness policy.

ATHLETIC EQUIPMENT: For students in athletics, they assume all responsibility for uniforms, equipment, and any other items issued to them for the sport/team they represent. All items must be returned

to the coach in the same condition in which it was received. Students will be required to pay for any items lost or damaged through negligence.

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**.

Attendance at all scheduled classes, assemblies, and school activities is expected. School begins at 7:55 a.m. on most days, and students are expected to be seated before that time. On Mondays, students must be present in the chapel before prayer begins at 7:45 a.m. Missing Monday chapel may result in detention. If students are to miss class due to school related activities (sports or other extra-curricular 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. If an athletic competition or other extracurricular event during the school day is postponed or cancelled for any reason, then participants are expected to immediately return to school.

Parents must notify attendance@mountmichael.org prior to any student absence. Students may not report themselves absent. Students leaving school during the day due to illness or appointments must check out through the main office and check back in upon returning.

If a student has a telehealth/Zoom appointment, it should be reported to the school office in the normal way. The student should check out of class at the reception desk, and he will be provided with a private place to conduct the appointment. Students may not have telehealth appointments in their dorm rooms, cars, and so on. They need to remain in the classroom building, in a location cleared for use by a counselor or administrator.

Any absence known in advance is considered a foreseeable absence. Parents must notify the school in advance, and the student must complete a Foreseeable Absence Form through the main office. Students are responsible for meeting with teachers before the absence to discuss missed coursework and assessments. Teachers may indicate concerns regarding the academic impact of the absence, with final approval resting with the administration.

Students are expected to complete work before leaving when possible and complete missed assessments no later than the first day they return unless otherwise approved. If a foreseeable absence is not approved, make-up work may not be accepted and missed assessments may receive no credit. Examples of absences that may not be approved include extended family vacations, excessive college visits, personal family business, non-school sponsored sporting events, or avoidable travel during school days. Extending scheduled school breaks with extra days before or after will not be considered excused.

Foreseeable Absence Forms are generally not required for school-sponsored activities, including athletics, extracurricular activities, retreats, and approved school events. These absences do not count toward attendance totals. Urgent or same-day medical appointments also do not require a Foreseeable Absence Form. Students remain responsible for communicating with teachers and completing missed coursework in a timely manner.

Attendance is tracked by class period rather than by school day. A student who misses 45 class periods or five meetings of the same class will receive a written attendance warning. At 90 missed class periods or ten meetings of the same class, the student and parents may be required to attend a meeting with the administration to discuss attendance. At 135 missed class periods or fifteen meetings of the same class,

the student may receive a one-letter grade reduction in affected courses. At 180 missed class periods or twenty meetings of the same class, the student may lose course credit and may be reported to the county attorney in accordance with Nebraska law.

Students absent during class periods 6-9 may not participate in extracurricular activities (either practices or competitions) that day unless approved by the administration.

In cases involving chronic illness, recurring medical concerns, extended medical absences, or other significant health-related issues, particularly when the absence extends longer than three days, the school may require medical documentation and reserves the right to make attendance exceptions or accommodations on an individual basis.

COLLEGE VISIT POLICY: As a college preparatory school, Mount Michael encourages juniors and seniors to visit colleges and universities as part of the discernment and application process. Juniors are permitted up to two college visit days per academic year, and seniors are permitted up to three.

All college visits must be approved in advance through the counseling office and require completion of the Foreseeable Absence Form prior to the visit. Students are responsible for communicating with teachers and arranging missed coursework and assessments before leaving.

Students must provide official verification of the visit upon returning to school. Acceptable verification includes documentation from an admissions office, scheduled campus visit confirmation, or attendance at an official admissions event. Simply visiting a city where a college is located, attending a sporting event, or stopping at a campus during a family trip does not constitute an approved college visit.

Additional college visit days may be approved only at the discretion of the counseling office and administration. Failure to follow the approval and verification process may result in the absence being treated as an unapproved foreseeable absence.

BEHAVIOR AT ATHLETIC/EXTRACURRICULAR EVENTS: Student behavior at athletic events, fine arts performances, and other school functions reflects not only on the individual but also on Mount Michael as a whole. Whether on our own campus or representing the Knights at an away venue, students are expected to model Christ-like behavior in all they say and do.

Mount Michael students must uphold the following behavioral expectations when attending any school-sponsored event:

- Demonstrate respect for all players, coaches, officials, opponents, staff, and fellow fans.
- Encourage sportsmanship and hospitality by cheering positively and avoiding hostile or degrading behavior.
- Represent Mount Michael with pride, discipline, and honor.
- Follow all event rules and school expectations, including proper dress, language, and conduct.
- Support the team without becoming the show—let the athletes and performers shine.

The following behaviors are strictly prohibited for students at all school-sponsored events, on campus or away:

- Taunting, booing, or insulting players, coaches, officials, school staff, or other spectators.
- Use of vulgar, obscene, or offensive language or chants, including participation in group chants that demean or provoke.
- Aggressive behavior, including threats, intimidation, or physical altercations of any kind.

- Use or possession of alcohol, drugs, vaping devices, or any controlled substance before, during, or after the event.
- Inappropriate or disruptive use of social media (posting videos, comments, or memes that harass, mock, or target others involved in the event).
- Unauthorized gatherings or tailgating on school property before, during, or after games or events.
- Any other behavior deemed unbecoming of a Mount Michael Knight or that undermines the mission and values of the school.

Students who fail to meet the above expectations are subject to disciplinary action, including but not limited to:

- Immediate removal from the event
- Loss of privileges to attend future games or school-sponsored events
- Detentions, suspensions, or other disciplinary consequences consistent with the Student Code of Conduct

Repeated or severe violations will be addressed with parents and may result in further administrative action.

Mount Michael is proud of its long-standing tradition of excellence in athletics, academics, and Catholic formation. As a Knight, each student represents something bigger than himself. A student's behavior in public settings shapes how others see our school and our mission. We ask every Mount Michael student to uphold our values and be a man of honor, even (and especially) when the game is on the line.

BULLYING: Refer to Abuse/Harassment Policy.

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 must be worn. Students are not allowed to take food or dishes outside of the dining and kitchen area, including to the residential areas. To emphasize the value of community, students are discouraged from using phones or other electronic devices at meals.

At lunch, all freshmen and sophomores are expected to be in the kitchen or dining area for the entire period. They may only leave the area with permission of the faculty proctor. Juniors and seniors are allowed to go to other areas of the school after they eat.

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. Unless specifically authorized by the teacher, the use of artificial intelligence to complete assignments constitutes cheating.

Cheating on exams, papers, projects or major evaluations multiple times during the course of a student's tenure will result in expulsion points and possibly 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 schoolwork missed as a result of an absence. If a student is gone from school due to a foreseeable absence, he is responsible for talking with each of his teachers to

make up missed class work. 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: Jesus proclaimed to his disciples, "Whatever you did for one of the least brothers of mine, you did for me" (Matthew 25:40). During their high school years, students at Mount Michael Benedictine School strive to live out this Gospel message and encounter Christ in the hearts of those in most need. Students discover their gifts and the joy of giving as they embody the values of the Benedictine tradition within the Mount Michael community, in the Greater Omaha region, and beyond.

As it is written in the Rule of Saint Benedict, the students, faculty, and staff of Mount Michael, live out the Benedictine value of service by understanding that "No one is to pursue what is judged best for oneself, but instead, what is better for someone else" (RB 72:7). By giving of themselves through service, they draw closer to the heart of Jesus and closer to their brothers and sisters in Christ.

Mount Michael believes in the education of the whole person—physical, emotional, mental, and spiritual. We view our community service program as a tool for personal growth of the whole person. Thus, each Mount Michael student completes at least 100 hours of service by graduation. As a Benedictine Catholic school, Mount Michael actively fosters a culture of service to others, and community service is seen as an essential part of our mission to educate young men committed to excellence. Our guidelines for service:

1. Service hours for Mount Michael must be completed face-to-face serving those most in need, at a parish, school, or through a nonprofit community service organization. For ideas on approved organizations, see the list on the Mount Michael website. Students are also encouraged to serve with their peers. Campus Ministry can help students find sites to serve together.
2. Christian service is an expression of Christian charity, which is informed by the wisdom of God as given to us in revelation. Consequently, any activity not in accord with Catholic teaching is not Christian service and will not be given credit.
3. Signature for service completed should be obtained promptly (the day of or within two weeks of completing the service). The signature should come from an adult and cannot be a parent or family member.
4. We will hold periodic reflection sessions for the students to share experiences and to reflect with one another on the value to those they serve and to themselves from participation in the program.
5. No more than half of the service requirement may be completed through activities associated with Mount Michael. We encourage students to find a balance between serving at a parish/school, person-to-person volunteer organizations, and with animals/environment.
6. Prior approval must be obtained from the Campus Ministry department for individual activities totaling over 20 hours.
7. Hours must be reported through the MobileServe App during the school year in which it was performed.
    - Service completed during the summer months must be reported by September 1.
    - Service during the first semester must be reported by the start of Christmas break.
    - Service during the second semester must be reported by the return from spring break for seniors and by June 1 for all underclassmen.
8. 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 at the end of the fall semester, 15 hours at 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 to Mount Michael after the first semester of their freshman year will be credited with the prorated number of hours for the semester they enter, or they may submit documented hours from their previous school.

9. 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 may not be used for games or social media during the class day or during study hall.
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 at any time if this becomes disruptive for other students.

CONCUSSION POLICY: See Appendix A at the conclusion 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 female guests are invited to Mount Michael school dances. No boys from other schools are allowed.
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.
4. Breathalyzers may be used either randomly or with all attendees to deter alcohol use.

DAY STUDENTS IN THE DORMS: Most of the policies in this section of the handbook apply to both boarding students and day students during the school day. A section of residential policies for boarding students is set forth below. However, day students are welcome to spend time in the dormitories and are therefore still expected to be familiar with residential policies. Day students should not be present in the dorms after 5:30 p.m.

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 Business Office.

DRESS CODE AND PERSONAL APPEARANCE: 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 or cargo pants), collared dress shirt and tie are to be worn by all students. Shirts must be tucked in. Appropriate shoes in good condition must be worn with clearly visible socks. No sandals, slippers, Crocs, or backless shoes are allowed. Hats may not be worn. If a student is cold, he may wear a sport coat, sweater, or quarter-zip. Sweatshirts are only allowed if they are purchased from the Mount Michael bookstore; no other branding is allowed. Hooded sweatshirts of any kind are not allowed. There are formal occasions for which an appropriate solid color blazer, sport coat or suit coat will be expected along with leather dress shoes. Shirts, shorts, 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 (no athletic or other casual shorts) with a polo style shirt, socks, belt, and athletic shoes may be worn from the first day of school to October 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.

Outside of school hours while on campus or during school-sponsored activities, students may not wear clothing that depicts alcohol, tobacco, drugs, weapons, sexual content, or any other offensive, vulgar, or inappropriate logos, words, or images. Political messages on clothing are also forbidden. The school administration will determine what counts as inappropriate.

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. Hair may follow these guidelines but still be too long or distracting in the opinion of the administration. A student who has been instructed to get a haircut but does not will be sent home from school and the absence will be unexcused. 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 in public.

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 Inclement Weather Policy.

FIELD TRIPS AND SCHOOL-SPONSORED TRIPS: Field trips, retreats, school visits, recruitment events, and other school-sponsored travel opportunities are considered privileges and should not interfere with a student's academic responsibilities. Students may be required to fill out a foreseeable absence form prior to participation. Students with academic or disciplinary concerns may be required to remain on

campus if the administration determines that the absence would significantly impact academic progress, classroom performance, or the overall success of the trip or activity.

FIGHTING: Fighting is strictly forbidden. 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 PREVENTION EQUIPMENT: A $100.00 fine and demerits will be assessed for anyone tampering with the fire prevention equipment, alarms, etc.

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 are strictly forbidden anywhere on campus.

FOOD DELIVERY: No food of any kind should be delivered to the school except during Wednesday night visits.

GAMBLING: Gambling on campus is prohibited.

GRADUATION: Caps and gowns for graduation will be provided by the school. Red and white cords will be provided to each student, and gold cords will be provided to National Honor Society members. No other awards or decorations are allowed to be worn at graduation.

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, racist, sexist, 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 (usually at either 8:40 or 10:00 a.m.).
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 a.m.
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 AND TECHNOLOGY: 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. By using the wireless system or using a device on campus, 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.
2. Each student is responsible for all activities on his computer, so discretion should be used when allowing other students to use his computer.
3. 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.
4. Any attempt to introduce a virus or hacking on the Mount Michael network may result in the loss of his privileges to the system.
5. 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, using artificial intelligence, 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 TikTok, Snapchat, Instagram, Twitter/X, 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.

Personal devices: Students may bring laptops, tablets, and cell phones to school.

- 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). Bell-to-bell expectations apply throughout the entire academic day, including passing periods, study halls, and senior open campus periods unless otherwise directed by school personnel. 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.
- Use of laptops or tablets during class may or may not be allowed at the discretion of the teacher. In the dormitories, using personal devices during study hall or at other times is always at the discretion of the dean.

- Use of any kind of smart watch is forbidden during classes. Although wearing these watches is allowed, students must remove them before tests or any other assessment. Earbuds, headphones, smart glasses, and similar personal technology devices may not be used during the academic day except when specifically authorized by a teacher, dean, or administrator.
- Students may never record images, audio, or video without permission of those present. While in class, students should seek permission from the teacher before using any video or audio recording device. Students may never (before, during, or after school) use mobile phones and image or audio recording equipment in the locker room, bathrooms, or other places where privacy is expected.
- Misuse of technology during the academic day, including but not limited to cell phone use, gaming, streaming entertainment, social media, unauthorized recording, or other non-academic use of personal technology devices, will result in confiscation of the device, three demerits, a $25 fine, and potential loss of technology privileges as determined by the school administration.
- Repeated offenses or more serious violations may result in additional disciplinary consequences including suspension, dismissal, or loss of the privilege of possessing electronics on campus. All electronic devices, including phones, are subject to search by the administration.

ITEMS BROUGHT TO SCHOOL: Mount Michael is not responsible for loss or damage to any items brought to school by students. This includes but is not limited to electronic devices. Lost and found is located at the main reception desk, but items not claimed after a reasonable interval will be donated or disposed of. Mount Michael reserves the right to search any items brought to school (see Search and Seizure, below).

LAW ENFORCEMENT AND SCHOOL COOPERATION: In all cases where Law Enforcement Personnel enter the school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel: Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Head of School and state the nature of the inquiry or investigation.
2. Student interviews: In cases where Law Enforcement Personnel wish to interview a student, the Head of School or designee shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified or is unavailable, the Head of School or designee shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification: In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Head of School shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer. In all cases where a student is taken into custody and removed from school premises, the Head of School shall promptly notify the student's parent or legal guardian.
4. Documentation: In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Head of School shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

LEAVING CAMPUS WITHOUT PERMISSION: Mount Michael is a closed campus, and students are not free to come and go without permission during the school day. Students are expected to be on campus

before school begins and must remain until the final bell for the day. The boundaries of campus are defined below.

If a student has a legitimate reason to leave school, such as a doctor's appointment or other valid excuse, his parents must report it to the office by phone or email (attendance@mountmichael.org). Students may not check themselves out without parental permission.

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

Boundaries of campus - the campus limits are as follows:
North: End of athletic fields
South: Road of Guest House and Development Office
East: Tree line east of the Sokol Building
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. Demerits will be issued to a student in an unauthorized area.

LIBRARY: 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.

Behavior: Students may wish to visit the library to study, use computers or print, make up tests, and study in groups. Students are expected to follow school rules while in the library. Failure to do so may result in demerits or loss of library privileges.

Fines and fees: Students may borrow books, chargers, and laptops. Chargers turned in late will result in a fine of $1.00 per day until the item is returned. No late fines will be assessed for overdue books. Students will be charged for the replacement cost of lost or extremely damaged library materials.

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 lockers, dorm rooms, or other school property, 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.

Every student will be assigned a locker in the Sokol Building for their books and other school items. For PE or athletics, all freshman day students will be assigned a locker in the freshman dorm area of the St. Benedict Building. Upperclassman day students who need an athletic locker will be assigned one in the day student locker room on the first floor of the St. Benedict Building.

MEDIA AND PUBLICATION RELEASE: Events will arise where Mount Michael students may be photographed or recorded for television, radio, newspaper, website, or social media coverage. If a parent objects to their son's image or name being used, 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, digital materials, and so on that may contain references to alcohol, drugs, weapons, 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 consent from a parent or guardian.

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, sexist, ableist, or any other 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.

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. This right includes the right to search a student's person, vehicle, computer, cell phone, or other student possessions on campus and all school property for materials or objects, and to seize any objects that 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.

SOCIAL MEDIA: Use of blogging or social media platforms including but not limited to Facebook, Twitter, Instagram, Snapchat, TikTok, etc. may result in disciplinary action if a student or parent's online activity includes defamatory comments regarding Mount Michael, its faculty/staff, other students, or other parents.

No student or parent may create a social media account on any platform in the name of Mount Michael or any school organization. Social media accounts may only be created by current teachers, coaches, or other staff members who have the approval of the school administration. Any teacher or coach who wishes to have a parent help run a school social media account may only grant access to an account with the permission of the administration and the cooperation of the technology staff.

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. We strongly discourage students from keeping large amounts of cash in lockers or elsewhere on campus.

Possession of items stolen elsewhere (including but not limited to street signs) is forbidden and will be treated the same as stealing another student's property.

STUDY HALLS: During daytime study halls, freshmen, sophomores, and juniors will report to the study hall or an assigned classroom.

Study hall is an academic support period intended to provide students with structured time for studying, completing assignments, reading, and preparing for classes. Students are expected to arrive on time, remain productive, and maintain a quiet academic environment consistent with Mount Michael's Benedictine values. Sleeping, disruptive behavior, and non-academic activity are not permitted. Study hall supervisors will actively monitor students and maintain accountability and productivity throughout the period. Study hall is not simply a free period for students.

Technology use during study hall is permitted at the discretion of the proctor. Because many courses utilize platforms such as Canvas, JMC, Microsoft Office, and email, students using devices may be required to sit in a designated technology area near the study hall supervisor for appropriate monitoring. Gaming, streaming, social media, entertainment, and other non-academic technology use are prohibited and may result in confiscation of devices, demerits, loss of privileges, or reassignment to Restricted Study Hall.

Students may leave study hall only with permission from the proctor for approved purposes and are expected to return before the conclusion of the period unless otherwise directed by a teacher or administrator. The library remains an academic space intended for quiet study and reading, and students who misuse the library may lose library privileges during study hall.

Restricted Study Hall: Restricted Study Hall provides additional academic accountability for students with a grade of D or below, excessive missing work, repeated misuse of study hall privileges, technology misuse, or other academic or behavioral concerns identified by the administration. Students assigned to

Restricted Study Hall will report to their regular study hall location but will not receive checkout privileges to the library, bookstore, dorm rooms, or other non-essential areas.

Our senior study hall policy is intended to provide mature students with greater independence and flexibility during unscheduled academic periods. Students utilizing this privilege are expected to use this time productively for studying, completing assignments, reading, or other appropriate activities in approved locations such as the library, dormitory rooms, or designated study areas. As outlined in our leaving campus policy above, seniors are still required to stay on campus for the entire school day.

Seniors may lose this privilege due to academic concerns, disciplinary issues, excessive tardiness, or misuse of time as determined by the school administration. Recreational athletics, roughhousing, disruptive behavior, misuse of technology for non-academic purposes, inappropriate dress, or presence in unauthorized areas may result in disciplinary consequences or loss of privileges.

SUICIDE PREVENTION: If a faculty or staff member believes that a student is at risk of suicide or inflicting harm on himself, the faculty or staff member will:

- Immediately inform the school administration or counselors. If the faculty or staff member cannot immediately reach an administrator or counselor, he or she should follow the notification steps set forth below.
- Prior to contacting a parent or guardian, the administrator or counselor will make a determination whether alerting the parent or guardian would further the risk of harm. If the administration believes that contacting a parent or guardian would further the risk of harm to the student, the school may delay such contact as necessary. If the decision to delay this contact is made, the reasons for the delay shall be documented.
- Assuming there is no need to delay notification of a parent or guardian, the administrator will promptly notify them as set forth below.

In the event that the parent or guardian of the student is to be notified, the administrator will follow these steps:

1. Notify the parent or guardian of the risk;
2. Explain why the student is believed to be at risk for suicide or harm;
3. Release the student to the parent or guardian if the student is at school;
4. If the parent or guardian cannot be reached, the administrator will call 911 and take all steps necessary to seek an emergency mental health commitment for the student.

In the event that the decision is made not to immediately notify the parent(s)/legal guardians of the risk, the administrator will call 911 and take all steps necessary to seek an emergency mental health commitment for the student.

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 School Counselor with a Recommendation Request Form.
3. The School Counselor will then relay the recommendation and any other application materials (e.g. official transcript, school profile letter, etc.) to the college.

TEXTBOOKS: Depending on the class, textbooks will either be provided through the Textbook Loan program or will need to be purchased by families. Information about textbook loan will be shared by the bookstore manager, and she will maintain a booklist that designates which books are provided and which must be purchased.

If a student loses, damages, or destroys a book provided through Textbook Loan (beyond normal wear and tear) he will be charged for the replacement of the book or a $25 fee, whichever amount is higher. Students are encouraged to cover their books to help protect them.

Students will be responsible for the cost of any digital materials not covered by the school. If the student drops the class after July 15, they are still obligated to pay the nonrefundable digital license fee.

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, as well as chewing tobacco, dip, or other pouches. The consequences of a tobacco or nicotine offense may include exclusion from extracurricular activities and service hours. Any vaping offense may result in an automatic drug test.

- 1st offense: Five demerits and ten service hours
- 2nd offense: Five demerits and fifteen service hours
- 3rd offense: Five demerits and twenty service hours

For offenses beyond the 3rd, 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.

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. Parking permits must be obtained from the school administration. Whenever the vehicle is not in use, the keys for boarding students will be kept by the dean and the vehicle will be off-limits to the student. The make, model, and license plate number of each student's vehicle must be registered with the school, and parking permits 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 maintenance office south of the school, or lose the privilege of having a car on campus.

Driving: The safety of the entire Mount Michael community, as well as that of our neighbors, is a primary concern. Therefore, students observed driving unsafely either on campus or on the way to or from campus may be required to park at the development office south of the school or lose the privilege of having a car on campus. Parents or guardians will always be notified of a report of unsafe driving.

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 and the same disciplinary consequences will apply.

WEIGHT ROOM: The weight room, even if unlocked, is absolutely off-limits to students except when it is supervised by a coach, dean, or other staff member.

WORK STUDY PROGRAM: Students participating in the Work Study Program are expected to report to assigned duties on time, complete responsibilities satisfactorily, and communicate appropriately regarding absences or conflicts. Students who miss a scheduled work assignment due to unforeseen

circumstances may be required to complete makeup work after school on the same day unless otherwise approved by the administration or supervisor.

Work study supervisors will document missed shifts, tardiness, unnotified absences, or unsatisfactory work through the school reporting system. Repeated issues with attendance, communication, or work performance may result in disciplinary consequences, removal from the Work Study Program, or other administrative action.

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.

RESIDENTIAL STUDENT HANDBOOK

The following policies apply specifically to students in Mount Michael's boarding program and are intended to guide the behavior of those students outside of regular school hours. Nothing included here cancels or changes policies in the rest of this handbook. Day students who are in the residential areas or remain on campus after regular school hours are expected to follow all of these same policies, but violations will result in regular school demerits being issued.

The goal of the boarding program is to provide a structured environment where our students can mature and thrive spiritually, academically, and socially. The boarding experience helps cultivate responsibility, good study habits, and interpersonal skills that will help young men live according to Catholic and Benedictine values and contribute to the world around them. These benefits come from living in accordance with the structure outlined in this handbook and cooperating with the residential deans to create a harmonious community.

Community is one of Mount Michael's primary Benedictine values, but it is the core of the boarding program. Building community requires empathy and respect for one another along with trust and integrity. It is impossible to develop a healthy community without treating all other members with kindness and love. As Christ said, whatever we do to the least of our brothers, we do to Him. Much of this handbook is focused on basic rules and regulations, but the most important part of boarding life focuses on how students behave toward each other. Bullying and harassment are never acceptable in school, but this is even more true if it happens where students live. Consequences for this in the dorms may be more severe than they would be in school.

Participation in the boarding program 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.

DEMERIT SYSTEM

A demerit system will be used to help the deans and administration 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. Residential demerits may be assessed by any administrator, dean, or other school official who may observe the behavior.

Residential demerits will be tracked and counted separately from school demerits. Sycamore will not be used for these demerits.

The chart below resembles the chart in the general discipline section of this handbook (above). It is a general guideline and does not cover every possible situation. All consequences will be at the discretion of the deans and the school administration.

Infraction/description	Demerits 1-2	3-5	6-10	Fri or Sat Detention	Suspension/ dismissal	Additional administrative response
Inappropriate behavior/language	x					
Room not clean/bed not made	x					
Late returning/not signing in	x					
Inappropriate behavior after lights out	x	x				
Study hall offense	x	x				
Not following directions	x	x				
Vehicle violation Unsafe driving on or around campus, parking illegally, etc.	x					Students may be required to park in an alternate location.
Presence in an unauthorized area Description of campus limits may be found later in this handbook.	x					
Technology violation May include cell phones, tablets, smart watches, or laptops. See full policy on personal electronic devices later in this handbook.	x	x				$25 fine, escalating for further offenses
Disrespect to student/staff member	x	x				
Lying	x	x				
Vandalism		x				
Fighting		x	x	x	x	
Leaving campus without permission		x	x			
Theft		x	x	x	x	
Tobacco or nicotine possession/use May include cigarettes, vaping, chewing tobacco, dip, etc.		x				Service hours required. May also result in a non-random drug test.
Bullying/harassment		x	x	x	x	
Possession/use of drugs or alcohol Includes alcohol, illegal drugs, prescription medication, or over-the-counter medication. See substance policy later in this section.			x	x	x	Student will be immediately be removed from the boarding program.
Selling alcohol, medication, or drugs					x	Law enforcement may be contacted.
Fires (intentional or unintentional) Includes setting fires in the building or anywhere on campus, use of fireworks, tampering with fire prevention equipment, candles, incense, etc.			x	x	x	$100 fine will be assessed. Law enforcement may be contacted.
Possession of weapons					x	Law enforcement may be contacted.

The escalating consequences for accumulation of residential demerits will be the same as for the accumulation of school demerits (see the discipline section above). However, school and residential demerits will be tracked and counted separately.

GENERAL POLICIES:

ALCOHOL AND DRUGS: The policy on alcohol and drugs and the consequences as outlined earlier in this handbook apply both to boarding students and day students. However, because of the danger to the community, it is more serious for a boarding student. Therefore, any offense of possession or use of alcohol, illegal drugs, synthetic variants of drugs (whether legal or not), or drug-related paraphernalia on

school grounds or during a school-sponsored activity by a residential student may result in suspension or removal from the boarding program, with the student being required to enroll in our day program.

- This policy applies whether the use or possession happens in the dorms, the classroom areas, or anywhere else on campus.
- After the offense, a student may be required to pass a urine drug test after 30 days and pass a Psychemedics hair drug/alcohol test after 100 days (see our Health and Wellness policy below) to remain in the boarding program.

Mount Michael may use a breathalyzer at any time with residential students who are suspected to be under the influence of alcohol.

BEHAVIOR IN THE DORMS: The dorms serve as the home for our residential students, either for 5 or 7 days a week. To keep the dorms in good condition, appropriate behavior is essential. The following are not allowed:

- Running in the halls
- Playing with athletic equipment
- Kicking or banging on doors
- Throwing anything
- Touching ceiling tiles

Students may use the gym or go outside for physical activity in their free time.

CAFETERIA: The rules regarding the cafeteria at lunch also apply to boarding students at breakfast and dinner. 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." Clothing must be appropriate and shoes must be worn. Students are not allowed to take food or dishes outside of the dining and kitchen area, including to the residential areas. To emphasize the value of community, students are discouraged from using phones or other electronic devices at meals.

EVENINGS: The general schedule for boarding students after school is as follows:

- 3:24 to 5:30 – Athletics or free time
- 5:30 to 6:15 – Dinner
- 7:00 to 8:30 – Study hall
- 9:00 to 10:00 – Free time
- 10:10 – Night prayer for freshmen, sophomores, and juniors; lights out for freshmen after
- 10:30 – Lights out for sophomores and juniors
- 11:00 – Lights out for seniors

Evening chores will be assigned on a rotational basis within each class to foster individual responsibility and ownership of the community. These will include but are not limited to taking out the trash/recycling, vacuuming hallways and common areas, picking up lost items, and checking basic cleanliness in the restrooms. These chores will typically be done right before or right after night prayer.

Night prayer is an important time for the community to come together to end the day with prayer and to hear any announcements for the following day. Each class will have night prayer in their respective hallways. Attendance is expected of all boarders except those who have the permission of their dean. No students may leave the dorms after night prayer. Showers and restroom use should also be finished before night prayer.

Freshmen must turn in their cell phones and laptops before night prayer. Sophomores and juniors must turn in their cell phones only before night prayer.

Showers can disturb others, so they should be finished before night prayer every evening. In the case of a late return to campus because of a school activity, or if the showers are crowded at other times, students may use the day student locker room on the first floor. Students must always be fully clothed both to and from these showers. Upperclassmen are never allowed to use the freshman shower.

FOOD STORAGE AND REFRIGERATION: Students may keep limited food and beverages in their dorm rooms provided they are stored responsibly and do not create sanitation, odor, or pest concerns. Food requiring refrigeration must be pre-cooked or otherwise ready to eat. Raw meat, poultry, or other perishable food items are not permitted in dormitory refrigerators. All refrigerators and food storage areas must be kept clean and free of spoiled or expired food.

ILLNESS: If a student feels ill, it is his responsibility to see his dean. A determination will be made if he is required to go to class, is allowed to remain in his dorm room, or if he must go home. Vomiting or fever will almost always result in the student being sent home. Any time a student misses class for illness, his parents will be contacted.

Every dean will have over-the-counter medication such as ibuprofen, cold medicine, basic allergy medicine, and other first aid supplies. See the Alcohol/Drug policy above for more information about both prescription and over-the-counter medication.

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 evening study hall begins. 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 will 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.

Boundaries of campus - the campus limits are as follows:
North: End of athletic fields

South: Road of Guest House and Development Office
East: Tree line east of the Sokol Building
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 (Wednesday night visits, athletic events, and so on). See "Visitors" section below.

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 as soon as they are able, preferably by 4:00 p.m. unless they have permission from their dean or are under the supervision of an activities sponsor.

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 lockers, dorm rooms, or other school property, 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.

MORNINGS: Breakfast is served each morning from 6:45 to 7:30. Students who wish to eat breakfast are expected to get themselves out of bed in time. All students should arise no later than 7:30, and are required to be dressed and ready for school no later than 7:50 a.m. (or 7:40 on Mondays for weekly prayer in the chapel with the monks). Beds must also be made before school begins.

PRIVACY AND DORM VISITORS: To protect the privacy of students in the residential areas, no parents or other guests are generally allowed in the dorms. Dads or other male family members/guardians may help carry items in on Sunday night or out on Friday afternoon, but otherwise must stay out of the dorm. Moms or other female family members/guardians are only allowed in the residential areas during move-in at the start of the year and move-out at the end of the year.

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 7:30 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.

ROOMS: The condition of a student's dorm room is something to take pride in. Students are responsible for keeping rooms neat and clean at all times; school custodians do not go into student rooms. At 7:30 each morning students must be out of bed and make their beds. Room inspections will be held at the dean's discretion. Sheets should be removed from beds on Friday to launder at home. Trash should be emptied regularly into the larger trash bins in dorm hallways. Desks, closets, and other areas within the room should all be kept tidy.

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 is allowed on any surface, and any other adhesive must be approved before using. No decorations depicting tobacco, alcohol, drugs, weapons, sexual content, or other offensive or vulgar words or images are allowed and will be removed. Political signs and messages are also forbidden. The deans will determine what is or is not appropriate. Students are expected to leave the walls clean and orderly at the end of the year.

Name tags will be placed on the doors at the start of the year by the deans and are to remain there throughout the year. Other door decorations are solely at the dean's discretion.

Absolutely NO televisions, projectors, video game consoles, space heaters, air conditioners, microwaves, toasters, hot plates, or any other cooking appliances are allowed in the room. Music is allowed but should be played at a volume that shows respect for others in the community. Fans are allowed and encouraged, and one refrigerator is permitted in each room.

Room keys are issued to all students, and doors should remain locked when students are not in the room. Lost keys will be replaced for a charge of $10.00. Do not rely on the dean to get you into your room. Rely on your roommate or place your key in the dean's room when you are unable to carry it with you.

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

Freshmen, sophomores, and juniors are not allowed in the senior dorm area without permission of the dean, and seniors are not allowed in the underclassman dorms without permission.

Freshmen are only permitted in their own assigned dorm rooms and are not allowed in the rooms of other students. Students wishing to socialize, study, or spend time together should use designated common areas including the study hall room, lounge, cafeteria, armory, gymnasium, or other approved public spaces. Only assigned occupants are permitted in dorm rooms unless otherwise approved by the residential staff or school administration.

SHARED AREAS: Hallways, restrooms, recreation areas, and other public spaces are shared by the entire community, and every student must treat these areas with respect. Trash should be properly thrown away, furniture should be returned to its proper location when moved, and equipment should be used responsibly. When accidents happen and something is broken, the student responsible is expected to come forward and admit what happened.

Everyone is expected to share in the responsibility for these common areas, and the deans will use a rotation system for chores to ensure that everyone contributes to the general cleanliness of the dorms.

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 students from keeping large amounts of cash in their rooms.

Possession of items stolen elsewhere (including but not limited to street signs used for dorm decoration) is forbidden and will be treated the same as stealing another student's property.

STUDY HALL: A supervised study hall will take place each evening during the school week. It runs from 7:00 to 8:30 p.m. except when otherwise announced due to evening activities.

During the evening study hall, freshmen are to be in the freshman study area and sophomores, juniors, and seniors are to be in their assigned rooms. Students will remain at their desks and study quietly. There will be two five-minute breaks during which students will be allowed to ask each other questions or use the restroom.

Laptop use will be allowed at the discretion of each dean and will vary by class. This permission is largely dependent on grades and behavior. Misuse of technology will result in loss of the privilege for a period of time. If a student does not have a laptop, he may check out to the computer lab during the time that laptop use is allowed. The same rules apply for both laptops and the computer lab.

Cell phone use is not allowed during study hall.

Tutoring will be available during the last 30 minutes of study hall.

There are occasions when students participating in a school activity will return late to campus in the evening. Those individuals will be allowed extra time to study but should still be in bed by 11:00 p.m. If a student needs more time, the expectation is that he will wake up early to finish his homework.

Food and drink (other than water) are not allowed in the freshman study hall room.

Residential students earning a D or F in one or more classes may be assigned to Guided Study Hall at the discretion of deans, counselors, or school administration. Guided Study Hall is a supervised academic support environment in addition to the normal evening study hall, and it is intended to provide additional structure, accountability, and academic assistance.

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 6:00 to 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.

HANDBOOK FOR SEVEN-DAY BOARDERS

Mount Michael provides a seven-day boarding program. 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.

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 residential demerits, and accumulating them will lead to the same incremental consequences that other students earn (Fridays, suspensions, and so on).

HOLIDAYS/BREAKS: All students need to leave campus during the Thanksgiving, Christmas, Easter, and spring breaks. 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 no more than 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.

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
7:00 – 8:30 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	Homeroom Schedule
1st Period	7:55-8:38	7:55-8:33	8:40-9:18	7:55-8:33	7:55-8:35
2nd Period	8:42-9:25	8:37-9:15	9:22-10:00	8:37-9:15	8:39-9:19
3rd Period	9:29-10:12	9:19-9:57	10:04-10:42	9:19-9:57	9:23-10:03
4th Period	10:16-10:59	10:46-11:24	10:46-11:24	10:01-10:39	10:34-11:14
5th Period	11:03-11:46	11:28-12:06	11:28-12:06	10:43-11:21	11:18-11:58
Seniors/ Sophomores					
Lunch	11:46-12:16	12:06-12:36	12:06-12:36	11:21-11:51	11:58-12:28
6th Period	12:20-1:03	12:40-1:18	12:40-1:18	11:55-12:33	12:32-1:12
Juniors/ Freshmen					
6th Period	11:50-12:33	12:10-12:48	12:10-12:48	11:25-12:03	12:02-12:42
Lunch	12:33-1:03	12:48-1:18	12:48-1:18	12:03-12:33	12:42-1:12
7th Period	1:07-1:50	1:22-2:00	1:22-2:00	12:37-1:15	1:16-1:56
8th Period	1:54-2:37	2:04-2:42	2:04-2:42	1:19-1:57	2:00-2:40
9th Period	2:41-3:24	2:46-3:24	2:46-3:24	2:01-2:39	2:44-3:24

Appendix A:

Mount Michael Benedictine School

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 is 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	- Stay at home - No driving

		- Limited mental exertion-computer, texting, video games, and homework
2	HOME – Light Mental Activity	- Stay at home - No driving - Up to 30 minutes mental exertion - No prolonged concentration
Progress to Step 3 when student athlete handles up to 30 minutes of sustained mental exertion without worsening of symptoms.		
3	SCHOOL – Part Time - Maximum Adjustments - Shortened day/schedule - Built in breaks	- Provide quiet place for scheduled mental rest - Lunch in quite environment - No significant classroom or standardized testing - Modify rather than postpone academics - Provide extra time, help and adjustment of assignments
Progress to Step 4 when student athlete handles 30-40 minutes of sustained mental exertion without worsening of symptoms		
4	SCHOOL – Part Time - Maximum Adjustments - Shortened day/schedule	- No standardized tests - Modified classroom testing - Moderate decrease of extra time, help and medication of assignments
Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms		
5	SCHOOL – Part Time - Minimal Adjustments	- No standardized testing/routine tests are ok - Continued decrease of extra time, help and adjustments of assignments - May require more support in academically challenging subjects
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		
6	SCHOOL – Full Time - Full Academics - No adjustments	- Attends all classes - Full homework and testing
When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required.		

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.

Rehabilitation Stage	Functional exercise at each stage of rehabilitation	Objective of each stage
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

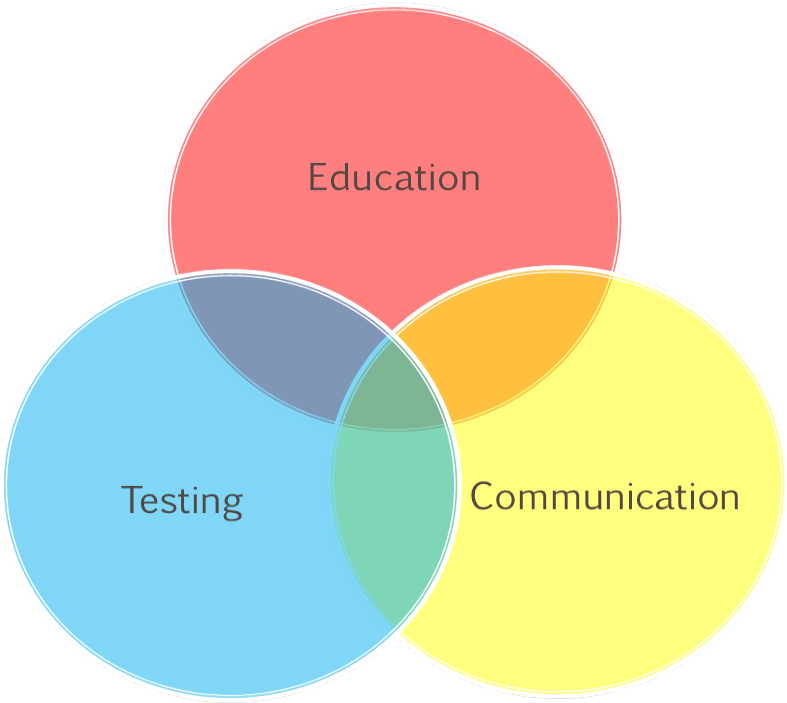
See above for the current Mount Michael Alcohol/Drug Policy.

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.

- Psychemedics will also test every sample 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.

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.