

ST. MICHAEL'S PREPARATORY SCHOOL



Parent-Student Handbook 2018-2019

19292 El Toro Road, Silverado, CA 92676-9710 • (949) 546-0637

Parent-Student Handbook

2018-2019

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ST MICHAEL'S PREPARATORY SCHOOL

Parent/Student Handbook

Chapter 1: General Information

1. SCHOOL PHILOSOPHY

Philosophy

Drawing upon a tradition of over eight centuries in education, the Norbertine Fathers of St. Michael's Abbey govern and serve St. Michael's Preparatory School. They are assisted in this mission by dedicated lay people who share the same philosophy and vision. The formation of a St. Michael's student integrates faith, academics, and character. These advantages will continue to form him throughout life, long after he has left his school days behind.

A. Integral Student Outcomes (ISOs)

St. Michael's Preparatory School strives to form boys into Catholic gentlemen, who excel in faith, academics and character, and who will be prepared for every good work.

Faith: St. Michael's welcomes young men who possess the aptitude and commitment both to receive and to enrich what its school community has to offer. The heart of our unique school's identity is the Catholic Faith, from which flow the truths on which we base our approach to education. The person and teaching of our Lord Jesus Christ are the source and fulfillment of true happiness. The experience of Catholic Christian living leads the student to Jesus through a liturgical and sacramental life, supported by prayer, teaching, guidance and example. The sacraments of Penance and Holy Eucharist are available to students every day. The bishop confers Confirmation on eligible students every other year.

- Students will be familiar with the Sacred Scriptures, especially as they are used by the Church in her worship.
- Students will understand the rational motives for accepting the Catholic faith taken from the perennial philosophical and theological patrimony of Western Civilization.
- Students will identify the influence of Catholic faith in Western Civilization (history, literature, the arts and sciences).
- Students will understand the proper dispositions for the reception of the sacraments, especially Penance and Holy Communion.
- Students will practice different forms of prayer, private and common.
- Students will practice the primacy of charity in their relationships with their neighbor.
- Students will respect the dignity and legitimate freedom of those persons who do not profess the Catholic faith.

Academics: Our program consists of challenging academic courses for the college-bound student. These courses endeavor to communicate knowledge in fidelity to the Catholic intellectual tradition, and so to form our students as men of insight and integrity, qualities which will enable them to be discerning, responsible citizens in a world which has great need of them. Our students center their efforts on preparing for college and fulfilling life work. While emphasizing the Western heritage of theology, humanities, the arts and the sciences throughout our curriculum, we seek to round-out a young man's education through athletics as well.

- Students will take nationally-normed standardized testing such as PSAT, ACT, SAT or CLT.
- Students will demonstrate their understanding of the Catholic Intellectual Tradition.
- Students will learn to express themselves clearly and correctly in both written and spoken English.
- Students will develop their capacity for reasoning and logical thinking in their academic work.
- Students will demonstrate their abilities of evaluation and synthesis by their completion of a senior “matura” project.
- Students will develop the capacity to undertake research in various fields of study using the library and available technological resources.
- Students will validate their academic attainments by college placement tests and acceptance to institutions of higher learning.

Character: As a boarding school, St. Michael’s offers significant opportunities for a consistent and wholesome growth toward maturity. Much of the responsibility for the day-to-day running of the school is shared with the students who learn to cooperate with their peers and with those in authority in attaining common goals. A positive but realistic self-knowledge along with an attitude of respect for others is the foundation of a young man’s moral character. The cultivation of individual dignity guides students to accept self-discipline and responsibility as essential aspects both of personal freedom and of participation in a community. St. Michael’s fosters this character development in all areas of student life.

- Students will possess a strong faith in God, and will manifest this faith by devout attention and reverence in church and at other times of prayer.
- Students will possess a firm hope and trust in God, manifested by their supernatural confidence in both good times and bad.
- Students will possess a lively charity, exemplified by specific acts of love for God, self and neighbor, as well as respect for authority.
- Students will develop sincere and wholesome friendships.
- Students will possess the virtue of prudence, manifested in sound decision-making and mature behavior.
- Students will possess true justice, shown in fairness to all persons, reconciliation in personal offense, and honesty in all things.
- Students will possess the virtue of temperance, ranging from good table manners to purity in word and deed.
- Students will possess true fortitude, manifested in patience with God, self and others, demonstrating good sportsmanship, and persevering through difficulties.

2. MISSION STATEMENT

Mission Statement

St. Michael’s Preparatory School witnesses to the fullness of the Catholic faith and teaches in fidelity to a sound Catholic intellectual tradition. St. Michael’s is exclusively a boarding school for boys, grades nine through twelve, who are capable of benefiting from and contributing to its spiritual and academic community. The School provides the academic attainments necessary for acceptance to a four-year college or undergraduate program at a university in the United States of America. St. Michael’s is served by Norbertine priests and seminarians and by a committed lay faculty and staff.

3. ACCREDITATION

St. Michael's Preparatory School is jointly accredited by the Western Catholic Educational Association (WCEA) and by the Western Association of Schools and Colleges (WASC). For the past ten years the school has made the Cardinal Newman Society's Catholic High School Honor Roll (Top Catholic Schools in the Nation).

4. CEEB/ACT CODE: 052273

5. SCHOOL SHIELD

The school shield is identical to that of St. Michael's Abbey. The wing which appears on the left represents St. Michael the Archangel, the heavenly patron of the school. The fleur-de-lis on the opposite side represents the Norbertine Order, which was founded in France. The ribbon surrounding the shield is the motto of the school. This motto is taken from St. Paul's Second Letter to Timothy (2:21): "Prepared for every good work." It is the motto of the Norbertine Order and expresses the character of a true Catholic gentleman.



6. SCHOOL COLORS

White, blue and gold.

7. ALMA MATER

Purity of purpose, values and ideals,
Wings of St. Michael guide us through the years.
White, blue, and gold, a fleur-de-lis, a cross,
Prepared for all good works, no matter what the cost.

Friendships are formed, tradition's found its home;
Deeply rooted people the world to ever roam.
White, blue, and gold, a fleur-de-lis, a cross,
Prepared for all good works, no matter what the cost.

8. THE HISTORY OF ST. MICHAEL'S

After World War II, the Communists gained control of many Eastern European governments. By 1945, the Communists were in power in Hungary and they systematically destroyed the whole fabric of the Church's involvement in society. A focal point of the Communists' efforts was the Catholic schools. The Norbertine priests at the time were respected, well-established teachers in the national educational system of Hungary that encompassed religious and secular schools alike. All private schools were nationalized by 1948. Faced with certain arrest and imprisonment, two small groups from the Norbertine Abbey of Csorna fled their native land on separate July nights in 1950. Shortly thereafter, their religious community was suppressed.

The Hungarian refugees immigrated to the United States of America. It was a difficult transition. In 1957 James Cardinal McIntyre, archbishop of Los Angeles, invited the Fathers to teach at Mater Dei High School in Santa Ana, California. The exiles saw the move to Orange County, California as their chance to establish a new foundation.

In December 1958 Cardinal McIntyre gave his consent to the Fathers establishing their own foundation. Their desire was fueled by the realization that they alone were free to perpetuate the religious and educational heritage

of their native Csorna. Under the leadership of Fr. Ladislav Parker, the Fathers invested their savings to purchase property. Fr. Hubert Szanto joined Fr. Parker to open St. Michael's Junior Seminary and Novitiate in September 1961. When the school began, St. Michael's enjoyed a small part of the vocation boom then occurring in America. The Founders of St. Michael's had blended the best of the "old" from Central Europe with the best of the "new" America. Rapid changes in American society and in the Roman Catholic Church prompted Fr. Parker to petition Cardinal McIntyre to allow the school to introduce a parallel college preparatory program for lay students. This petition uniquely changed St. Michael's.

When the 1970s began, St. Michael's was flourishing more as a high school than as a seminary. As the number of those interested in the priesthood at the high school level continued to dwindle, the parallel programs gradually merged into one. The boarding school setting became the most conducive environment to blend and sustain what the Founders valued. The results were quite positive.

All of St. Michael's graduates continue to college. They gradually fill the ranks of professional society and bring with them values of personal responsibility, dedication, and Christian ethics. Our graduates share with the world what they received. One of these is Fr. Martin Benzoni. Twenty years after his own high school graduation from St. Michael's Prep, Fr. Benzoni resumed the educational work in Hungary where his own Founders had left off in 1948. He, together with Fr. Theodore Smith, helped to reestablish the famous Norbertine high school in the city of Szombathely. Through the generosity of these two, the Norbertine traditions of education and religious life take root in their original soil.

Back in the United States, educational programs similar to St. Michael's were closing. As a result, by 1995 St. Michael's Prep became the only institution where Catholic secondary education was available in the entire Western United States for those seeking to study in an all-male, residential environment.

9. ST. NORBERT AND THE HISTORY OF HIS ORDER

St. Norbert, founder of the Norbertine Order, was born of noble parents in Xanten (in what is now northern Germany) about the year 1080. His early life was characterized by a fondness for "the good life" in search of which he became a rather worldly subdeacon at the court of Henry V, Holy Roman Emperor. Norbert was a young man with many personal gifts and charms. In 1115, Norbert was thrown from his horse and nearly killed in a thunderstorm. He interpreted this as God's invitation to repent and immediately began to lead the life of a penitent, barefoot and dressed in sheepskin. Norbert was ordained a deacon and a priest on the same day by Archbishop Frederick of Cologne. He began to travel about the countryside preaching reform of the abuses common in the Church at his time. Norbert founded a religious community in the marshy valley of Prémontré in response to the desires of Pope Calixtus II and an appeal by the bishop of Laon, France.

St. Norbert chose the rule of St. Augustine as the guiding light for his new community, becoming one of the most avid Augustinian reformers of the day. The community was marked by its austerity of life, its poverty, its intense liturgical life of prayer and, above all, its complete fidelity to the ideal of community life as depicted in the Augustinian rule. In the meantime, Norbert continued to preach and attracted many men and women to the lifestyle of his new Order. The first professions were made in Prémontré on Christmas Day of 1121. Thus were the beginnings of the Canons Regular of Prémontré.

Norbert was ordained Archbishop of Magdeburg in July of 1126. This appointment forced him to relinquish the leadership of his Order to Hugh of Fosse (in present-day Belgium). Hugh was the first disciple of Norbert to persevere in this new way of life. The vast diocese of Magdeburg lay on the northeastern frontier of the German Empire and exposed its Archbishop to many assassination attempts by the corrupt clergy. As chancellor of the Holy Roman Empire and close friend of St. Bernard (dynamic abbot of the Cistercian Order), St. Norbert was instrumental in defending the rights of Pope Innocent II against the encroachments of secular princes and their antipope, Anacletus II. An ardent champion of the Roman Pontiff, Norbert even went so far as to accompany

Bernard and the emperor on a military expedition to Rome in order to return Pope Innocent II to the throne. Weakened by his travels and labors, and probably by malaria contracted at Rome, Norbert returned to Magdeburg and died on June 6, 1134. After his death, the Premonstratensian (Norbertine) Order continued to flourish, spreading throughout the known world. The motto of our Order, “*Ad omne bonum opus parati*” (Prepared for every good work), expresses well the variety of apostolates in which the Norbertines engage around the world today. In all continents, the Premonstratensians perform a variety of services for the People of God. The initials O. Praem. after each confrere’s name is an abbreviation of the full Latin title of this Order begun in Prémontré. Here at St. Michael’s Abbey, the community has dedicated itself to the education of the young as its primary apostolate.

Chapter 2: General Policies

1. INTRODUCTION

The success of everyone at St. Michael’s depends on the active cooperation of the Norbertine confreres, students, parents, lay teachers, staff and benefactors in working toward the common good of this unique community. St. Michael’s Prep believes that for harmonious living, academic growth, and wholesome personal development of the student, a well-regulated life is fundamental. Like any community, a school must establish certain standards and rules which express the school’s philosophy in a variety of circumstances. Likewise, it must enforce the same so that its every member might be best served.

2. HEADMASTER’S RIGHT TO AMEND

In developing the policies and rules for St. Michael’s, this handbook is written as clearly and as explicitly as possible. Nevertheless, during the school year new and unusual situations might arise. Therefore, the Headmaster reserves the right to amend school rules and regulations as necessary during the school year. Parents will be promptly notified by email of any such amendments. The ordinary means of this notification is the school blog *To Parents and Friends*. The Headmaster is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. He is the final interpreter of all regulations and policies in this handbook.

3. NON-DISCRIMINATION POLICY

St. Michael’s Preparatory High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Non-Catholic students are welcome and participate in the religious celebrations and rites of the school within the guidelines established by the Catholic Church.

In those cases, where the number of applicants exceeds the number of students the school can enroll, Catholic students are given precedence over those who are not Catholic, and this without regard to race, color, or national origin.

4. ACCEPTANCE OF NEW STUDENTS

New students are accepted who are capable of benefiting from and contributing to the spiritual and academic community of the school. New sophomore, junior and senior students may be accepted if their Grade Point Average (GPA) is 3.00 or above, and if their needed classes can be easily adapted to the class schedule of St.

Michael's Preparatory. Within its limits, the school does make reasonable accommodations in its programs to serve the students it accepts.

5. STATEMENT OF ACCEPTANCE OF ST. MICHAEL'S POLICIES

Before admission to St. Michael's, parents must sign a legally binding statement by which they subscribe to St. Michael's philosophy, regulations, disciplinary decisions, course offerings, and accept all financial and other obligations as stated in this handbook and other school literature even as amended from time to time. This statement of acceptance is called the "Agreement and Waiver" form and is part of the application packet given to all incoming students. It is kept in the student's file in the school office.

6. INTERNATIONAL STUDENTS

St. Michael's does accept a small number of international students. It is necessary that all students have a speaking and writing fluency in English to participate actively in the classes and broader school life. Either the Test of English as a Foreign Language (TOEFL) or the Advanced Placement International English Language (APIEL) is a prerequisite for admission; respective scores of 550 (on paper) or 220 (on computer) and 4 would indicate appropriate fluency in English.

International students pay the actual costs of education at St. Michael's. All students pay additional charges for special courses (such as Applied English) and/or participation fees. International students must pay the full tuition at the beginning of the academic year; this onetime payment is non-refundable. St. Michael's issues an I-20 form for those students who are both enrolled in the school and have paid their fees.

All students have a deposit with the school business officer that anticipates the student's expenses such as: educational and recreational outings, snacks, school supplies and personal laundry. This deposit is replenished as it is depleted. Depending on individual spending patterns, the deposit balance may be raised.

It is important for international families to know that the school is closed to all students several times a year: Long weekends and holidays are posted on the school's online calendar. It is the responsibility of the families to arrange for their sons to be hosted elsewhere during these holidays.

7. COMMUNICATION BETWEEN SCHOOL AND HOME

Regular contact between school officials and parents fosters dialogue and understanding for the benefit of the individual and common good. To this end the school provides an online calendar and an online grading program. It also posts weekly an online school news blog called "To Parents and Friends." Informally, contact with the school administration is welcome either when picking-up or when dropping off a student or by a telephone call. Formal communication either by school officials or by home should be established by appointment.

8. TRANSPORTATION

Transportation to and from school is the responsibility of the parents. Carpools are useful if the driver is on time. Since carpools are entirely the option of the parents, problems or difficulties arising from these arrangements cannot be referred to the school. Teachers may not provide transportation for any student without the expressed permission of the Headmaster.

For those students who travel home by train after Friday dismissal, if advised in advance, St. Michael's will facilitate the transportation of that student to the nearest train station for a nominal transportation fee. However, the student's parent or guardian will be required to email the school secretary by noon, Thursday, advising that

their son will require a ride to the train station. For those students who will be flying home, the respective parent or guardian shall arrange for a shuttle transport for the student from St. Michael's to/from the airport. Airline and shuttle reservations must be emailed to the school secretary a minimum of one week in advance to avoid a late fee. The school offers one shuttle to Orange County (John Wayne/Santa Ana) Airport before 3-day weekends and longer holidays.

9. DROP OFF AND PICK UP OF STUDENTS

Students report to school on Sunday between 6:45 PM and 7:45 PM. The drop-off and pick-up location is exclusively in front of the school. Students must always arrive and depart in their uniform. Students arriving late will receive demerits. Attendance is taken in the church at 8:00 PM during the abbey holy hour.

All students shall be picked up from St. Michael's for the Friday dismissal by 1 pm. In the event that a parent or guardian of a student encounters an emergency situation that delays their arrival to the school, the student may remain at the school until 5 PM and will be supervised by one of the Dean of Students or the Norbertine assigned to weekender duty. In the event that the parent or guardian is delayed past the 5:00 PM deadline, an additional charge of one day's boarding cost will be assessed to the student's account.

10. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In accordance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), parents of students under 18, students 18 years old, and parents of students 18 years old and in high school but still an income tax dependent have the right to review school records. It is the right of those named above to challenge the records (not to change them).

Likewise, this school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Michael's will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is the practice of St. Michael's that the Grade Point Average (GPA) of each Honor Roll student is publicly posted quarterly. The Transcript of Records is automatically sent to award and contest programs as well as schools (in case of intended transfer), colleges and scholarship or loan agencies at the request of the students. Students should allow up to one week for the transcript request to be fulfilled. Routine directory information is also made available. Should the parents have any objection to these policies it must be registered with the Headmaster no later than the time of their nonrefundable tuition deposit, in writing on standard 8.5 by 11 inch (or A4) paper.

Other agencies requesting a student evaluation, unless requested by the parent or student of 18 years or older, will be notified that because of the Buckley Amendment it is against school policy to give out such information.

Herewith parents and students are to be considered notified and "informed of their rights."

11. WAIVER TO CALIFORNIA SENATE BILL 183, SECTION 10939

By signing the school Agreement and Waiver, parents agree to the school policy of not allowing students to sit for quarterly or semester exams until all financial and other obligations are settled with the school.

Chapter 3: Academics, Grades and Attendance

1. GRADUATION REQUIREMENTS

The St. Michael's diploma is granted upon the completion of a course of study which includes all that is listed below. Ten credits are assigned to each class meeting five times a week for two academic semesters. Beginning with the freshman year, the course of study includes the following areas of study and of credit:

Religion	4 years
English	4 years
Latin	3 years
Social Studies	4 years
Senior Humanities	1 semester
Fine Arts	1 year
Mathematics	4 years
Laboratory Sciences	4 years
Physical Education	2 years

St. Michael's teaches all of its academic courses at the College Prep (CP) level. When higher levels are provided at Honors (H) or Advanced Placement (AP), they are indicated. These receive extra weight in calculating the student's Grade Point Average (GPA) as found on his official transcript. Grades on the quarterly report card are not weighted.

Students who wish to take an Honors level (H) or Advanced Placement (AP) class, must first speak to the Headmaster regarding the request. The usual prerequisites are: at least a B in the same subject the previous year and the approval by the head of the respective department.

Students are not usually allowed to drop a class once the school year begins.

Concurrent (Dual) Enrollment and Summer School Classes

St. Michael's offers on-site accelerated learning options (i.e., honors and AP courses, small group and/or individualized instruction) for students who need academic challenge. If the required level of acceleration is not available on-site, students can be given permission to take college-level coursework from an accredited postsecondary provider (e.g., Community College, University Extension program, or online provider). Generally speaking, college-level enrichment courses are taken only for college credit; note that some colleges require that the student select either high school OR college credit. In some cases, however, the college course might simultaneously satisfy a St. Michael's (high school) graduation requirement. Academically talented students thus may be able to have "concurrent enrollment" (also called "dual enrollment") in both a high school and a college-level course.

1. A student may request to take a college-level course for concurrent enrollment (i.e., for high school credit as well as college credit) if: (a) the college will allow this; (b) the course is on the St. Michael's curriculum list; (c) the Headmaster has given approval prior to beginning the course (Note: all religion and philosophy courses must be taken at St. Michael's); and (d) the student's parent assumes full responsibility for the additional costs/fees.
2. Typically, approval will be given to juniors and seniors who have demonstrated sufficient skill to be reasonably assured of college-level success. Evidence of such a skill level may include grades in previous classes, standardized test scores, and/or teacher recommendation.
3. In addition, other students who would like to take a course over the summer in order to jump ahead in a given subject (e.g. taking Geometry over the summer in order to take Algebra II during the school year) are required to get the permission of the Headmaster. They must save their work and turn in their final grade at the beginning of the school year. An additional test in that subject will be given by St. Michael's in order to insure that the student has sufficiently learned the course material. The student's grade on his transcript will be based on the summer school grade and the St. Michael's test grade. If they are taking a course over the summer which substitutes a second semester course (i.e. Economics), this course must be completed by the beginning of the second semester.
4. Any required pre-requisite(s) for the concurrent enrollment course must have been satisfied with a grade of "B+" (88%) or higher.
5. Students who wish to earn a St. Michael's diploma may take no more than 20 credits (4 semesters) of concurrent enrollment coursework. Any exception to this is the Headmaster's prerogative.
6. To receive a grade from St. Michael's and, thus, credit towards high school graduation, a student must: (a) submit a portfolio of all completed coursework, (b) submit a grade report/transcript to the Headmaster for evaluation, (c) and take a test administered by the respective department chair, in order to affirm subject competency. The Headmaster will have sole authority to assign a grade for satisfaction of the St. Michael's (high school) requirement. This is the grade, not the one given by the college, which will appear on the St. Michael's transcript.
7. Concurrent enrollment courses will be listed on the St. Michael's transcript along with location and dates of college attendance. Honors designation will be made and the extra GPA point will be calculated if the comparable course is listed as an Honors course on the current UC-approved course list.
8. It is the student's responsibility to have official transcripts of any college coursework sent by the college at the time of application to college.

2. GRADUATION POLICY

Seniors who earn less than a "C" as a semester grade in any class do not graduate from St. Michael's until that grade is remediated. If this unfortunate circumstance arises, that student receives a blank diploma at the Commencement Exercises, and he must redo the course work in an approved summer school program. Once the course work is completed and transcripts are received, the senior receives his diploma.

3. COURSE SEQUENCE

	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	HIGHER OFFERING
RELIGION	Christ and His Mission	Scripture & Pascal Mystery	Intro to Philosophy	Ethics/Intro to Patristics	
ENGLISH	Literature & Composition	World Literature	American Literature	British Literature; Senior Humanities	AP English Literature and Composition
MATH	Algebra; Geometry	Geometry; Algebra II	Algebra II; Precalculus [H]	Adv. Math; AP Calculus (AB)	AP Calculus (BC)
SCIENCE	Biology	Chemistry	AP Chemistry Anatomy and Physiology	Physics; Marine Biology	Physics AP AP Biology Computer Science AP
LANGUAGE	Latin I	Latin II	Latin III Latin III [H]	AP Latin	Honors Ancient Greek
HISTORY	Ancient & Medieval History	Modern History	US History US History [H] AP US History	US Govt; Economics	AP European History
FINE ARTS	Chorus Drawing	Intermediate Chorus	Chorus [H]	Advanced Chorus	AP Music Theory
ATHLETICS	P.E. Cross Country Football Soccer Baseball Basketball	P.E. Cross Country Football Soccer Baseball Basketball	Cross Country Football Soccer Baseball Basketball	Cross Country Football Soccer Baseball Basketball	Archery

4. HOMEWORK

Homework assignments have clear and definite purposes. They are designed to meet one or more of the following aims:

- To provide the drill necessary for the mastery of the skill.
- To promote individual and cooperative study and preparation of the course materials.
- To stimulate creative intellectual activities on the part of the student through solving problems, composition work, etc.

Teachers usually give daily assignments. These may include reading, writing essays, reports, map work, projects done outside of class, etc. There are oftentimes homework assignments over the weekend. Students working in more advanced classes do have more work required of them. Students should work on their long-range assignments (such as book reports, term papers, maps, compositions, and lab projects) systematically in order to have adequate time for their day-to-day assignments.

Written work should be neatly presented on standard $8\frac{1}{2} \times 11$ white paper, (no pages torn out from spiral notebooks). Written work should normally be completed in pen of blue or black ink or produced on the computer. Written work should always be grammatically correct, have proper punctuation, and be titled with the student's name, date, and class. Accepting late work is at the discretion of the individual teacher.

Correct English, written and oral, is insisted upon in every class by every teacher. An example is set in this matter by the teachers themselves.

After a legitimate (i.e. approved) absence, it is the student's personal responsibility to see his teachers about making up any work he missed. The usual policy is that a student should receive one day for every day he was absent to make up the missing work; an individual teacher may extend this period.

5. PLAGIARISM, HOMEWORK COPYING, CHEATING

Students have a responsibility to themselves and to others in our school community to work honestly. Plagiarism (taking ideas, writings, etc. from someone else and presenting them as one's own), *deliberate preparations to plagiarize* (*writing out crib sheets, etc.*) and homework copying are placed in the same category as test cheating. The consequences for cheating and/or plagiarism are progressive. For the first offence the student receives a "0" on the respective assignment and a letter or call home. The second offense results in a suspension and a conference with the parents. The third offense is sufficient reason for expulsion from school. The record of these offenses accumulates throughout the years the student attends St. Michael's. In addition to other means, the school does use commercially available software designed to identify unreferenced sources in student work.

6. TECHNOLOGY USE POLICY

Common computers are available to the students in the school's library and dorm class room. No student is allowed to possess a personal computer. A dispensation from this rule may be given to second-semester seniors who are working on their senior Matura papers. If a student brings a computer or any other such device (smart phone, tablet, etc.) to school without permission of the Dean of Students, that computer will be confiscated for the rest of the semester and the parents will be notified.

The Internet is a powerful learning tool when used properly. All data passing through network resources at St. Michael's Prep are not private. The I.T. department and/or administrators reserve the right to inspect data and communications across network resources at St. Michael's. It is within the rights of the school to monitor email or computer usage as it strives to maintain both the virtue and safety of the students, faculty, and staff.

Use of a computer and network system that is shared by many users imposes certain additional obligations. St. Michael's Preparatory School makes it a violation to recklessly or maliciously interfere with the computer, network resources or data. The school also upholds that misappropriation of data or copyrighted materials may constitute theft. Internet access is available in the library when there is adult supervision. Academic use of the Internet always has precedence to recreational use. Recreational use of the Internet is limited to recreation periods and only for those students not on study detention. St. Michael's technology policy applies to all students, faculty, and staff. The use of computers or network systems in no way exempts any member of the school community from the normal requirements of ethical or legal behavior. Student violations may result in (but may not be limited to) suspension of privileges. All on-campus computers are monitored to assure compliance with school policy.

In order to respect the privacy and integrity of the students of St. Michael's Preparatory, all students are forbidden to post images of St. Michael's, its faculty, or its students on any Internet media. The School works to ensure that students do not access or share Internet material which is inappropriate or offensive and instructs students in the proper and responsible use of the Internet. Yet, due to regular advances in technology and the multiple types of personal electronic devices which receive, store, show, and send data, the School cannot be held liable for the actions of students who deliberately contravene the school's policies and guidelines.

Students may possess an MP3 player (MP3 player with only a minimal screen; no touch screen iPods, iPads, Kindles, etc.). Headphones must be used when students are listening to music. No speakers are allowed. No device which is capable of accessing the Internet is allowed. The watching of movies and/or playing video games in one's dorm room is strictly forbidden. Any unapproved electronic device (i.e. computers, phones, Xbox, iPods, MP3s, etc.) will be confiscated and held by the school for the remainder of the semester.

The only phones that students are allowed to use are those which have only phone call and texting capabilities—NO Internet, movies, music, games, etc. No 'Smart' phones are allowed. Students are allowed to use their phone only during the hours of 2:05 PM to 7:55 PM. Any student who brings his phone to class or is caught using it outside the allowed times will have it confiscated for the rest of the semester.

If parents have any questions as to what types of phones are allowed, they may contact the school's technology supervisor, Mr. Rudy Aguilar, at RudyA@stmichaelsabbey.com.

7. FIELD TRIPS

There are circumstances under which a student will leave St. Michael's school grounds for school and/or weekend functions, such as athletic events and field trips. The students are chaperoned by at least two faculty members, parents, and/or community members. Care is taken to ensure the safety of all participants. Nevertheless, accidents can happen and possessions can be left behind. St. Michael's cannot be liable for any damage or loss, even that of life, which might occur during these excursions.

8. TESTING AND GRADING

Evaluating student progress is a primary responsibility of the school. It is a task that invites a variety of evaluation methods. The primary purpose of evaluation is to determine the extent to which a student mastered the course standards. This level of achievement is determined through a systematic process. Grades can diagnose, motivate, and/or recognize excellence. Parents are encouraged to follow their son's academic progress daily via the school's online grading program: <https://www.teacherease.com>

Prior to the quarterly and semester examinations a special schedule is issued. Oral exams conclude the first and third quarters. The exam is conducted by the teachers in that discipline area and is approximately 10% of the quarter grade. Oral exams provide the students the occasion of thinking and speaking "under pressure." This skill is very important in effective communication, logical thinking, and all forms of public speaking. Oral exams also provide another medium through which student progress is effectively assessed.

The special Semester Test Schedule comes at the end of the second and fourth quarters. The semester exam is a scheduled 90-minute block of time. The semester exam tests the student's ability to synthesize large quantities of materials. These examinations comprise 20% of a student's grade for the semester. All students sit for these important exams. If a student misses a semester exam due to an absence, he must make up the exam in order to complete the semester.

Academic grades are certificates of achievement. They are not a system of rewards and punishment for conduct. Grading “on a curve” is not statistically valid in small classrooms. It is neither a customary nor encouraged practice at St. Michael’s.

9. GRADING SCALE

St. Michael’s uses the following schedule to record student’s academic achievement.

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	0-64 No Credit
A	94-97	B	84-87	C	74-77	D	66-67		
A-	90-93	B-	80-83	C-	70-73	D-	65		

P (Passing): credit for having taken course; not included in the GPA.

NP (Not Passing): no credit for having taken course; not included in the GPA.

I (Incomplete): must be completed within a determined period of time in order to receive a grade. If it is not completed in that time period, it becomes an “F.”

Make-up Grades: The student who has been ill is given the opportunity to make up his grades within a specified period of time. The usual policy is that a student should receive one day for every day he was absent to make up the missing work; an individual teacher may extend this period. Students suspended from class and/or school do not receive credit on any work due during the time of suspension.

10. CALCULATING SEMESTER GRADES

Semester grades are calculated from three weighted factors. Each of the two quarter grades weighs 40%. The semester exam itself weighs 20% of the semester grade.

11. STUDENTS WHO RECEIVE A SEMESTER GRADE OF “D” OR “F”

A student who receives a semester grade of “D” or “F” must make up the work. A passing grade of “C” is a necessary prerequisite for readmission to St. Michael’s Preparatory for the following academic year. In order to achieve this, the student must repeat the course during the summer. This schooling can be taken online or at a local school. To properly evaluate the summer work, the student must submit a summer school transcript and a portfolio of work completed during the summer course before the first day of school. Based upon this information the administration, leaning heavily on the advice of the department chair, records a grade on the transcript which represents the level of work as it compares to St. Michael’s expectations. There are occasions when the school administration will require the student to take a written and/or oral competency exam in order to better evaluate his newly-strengthened academic proficiency. While both the original failing grade and the competency grade are on the transcript, the latter is used to compute the grade point average.

12. GRADE POINT AVERAGE (GPA)

St. Michael’s records student progress at two levels. The official GPA is the 4-point scale of the academic record, which appears on a student’s official transcripts. The more common Honor Roll GPA is the 100-point scale which parents and students read on the school’s electronic grading program and appears on the report card. With this second scale, instructors provide a more nuanced report of student progress. This second GPA includes nonacademic subjects such as P.E. and conduct. The grades on the report card are not weighted, whereas the grades that appear on the transcript are weighted.

13. ACADEMIC RECORDS

The Grade Point Average (GPA) at the semester is based on the semester grades, not the quarter grades. The GPA is the added value of the grades received, divided by the number of subjects taken. The values of grades received in full-year courses are as follows: A=4, B=3, C=2, D=1, F=0. For those University of California approved courses at the Honor and Advanced Placement level, a 5-point scale is used. A=5, B=4, C=3, D=1, F=0. The values of half-year courses are half of the above, and the course is counted as only half a subject. This GPA officially represents the student to other institutions and is distinct from the quarter report card, which uses a 100-point scale.

Transferrable credits earned in another school are entered on the student's permanent record (transcript) and will be accepted toward graduation. Likewise, work completed in summer school is accepted as long as the student can demonstrate appropriate competencies. The transcript of the grades will be sent to schools and other agencies upon request by the student or his parents. Students should allow up to one week for the transcript request to be fulfilled. The school does not accept or transcript remedial work after the withdrawal date. If the student completes a make-up course, the transcript of that course goes directly to the new school to evaluate.

14. COLLEGE COUNSELING

St. Michael's Preparatory seeks to prepare all its students for future college studies. College counseling at St. Michael's, therefore, focuses on:

- college-readiness (in terms of standardized testing),
- individual and group advisement regarding college choice and financial aid, and
- support throughout the college decision-making and application process.

College readiness/standardized testing: School policy is that all seniors must have taken the SAT Critical Reasoning (formerly called the SAT I) or CLT (Classic Learning Test) and the ACT in order to graduate. Students and parents are made aware of testing dates and registration deadlines through parent meetings and reminder emails. In preparation for these tests all 10th graders take the pre-ACT, and all 11th graders take the PSAT in October, on-campus and during school hours.

All students who study their course work at the advanced placement level also sit for the AP examination. The cost of these exams is not included in the school's tuition/fees. Other students may take AP exams provided they have permission from their parents and the appropriate faculty member.

From time to time St. Michael's additionally provides standardized exams of various types. Some of these include the National Greek Exam and National Latin Exam.

Individual student appointments during the junior and senior years assist students in doing online college searches and in determining a pool of colleges to which the student will apply. Group advisement is done as needed. Juniors and seniors attend the Santa Margarita Catholic High School College Night and hear presentations by college reps who visit St. Michael's during the school year. Students have access to continually updated information about individual colleges in the school library.

Support throughout the college process: St. Michael's College Counselor is available by email (CollegeCounselor@StMichaelsPrep.org), voicemail (949-858-0222 x 274), and/or face-to-face appointments with parents and students throughout all phases of the college-decision and application process. Two college counselor presentations are scheduled at parent meetings in fall (college decision-making and applications) and

early winter (financial aid for college). While targeted at senior parents, parents of students at all grade levels are welcome to attend.

15. HONOR ROLL PRIVILEGES

Rewards and privileges at St. Michael's are aligned with academic success.

Students who enjoy First Honors (93%-100% grade point average and no Ds or Fs) will be rewarded by the administration for their academic success (e.g. a beach day, or free dinner out, etc.).

Students who earn a quarter GPA of 87%-93% (and no Ds or Fs) are on Second Honors.

Chapter 4: Discipline

1. INTRODUCTION

This chapter presents the policies, rules, and practices which support the wholesome personal development of each student by promoting his harmonious living with other students. Individuals with good character augment the Christian character of the entire community. Clearly stated expectations and consequences, presenting the school's philosophy in the varieties of daily life, support a student in his individual well-being and as a member of the larger society.

2. CLOSED CAMPUS

St. Michael's has a closed campus policy. Students are not permitted to leave the campus or receive any individual visitors without the permission of the Headmaster or his delegate. Alumni and associate alumni are encouraged to visit the school and talk with the student body as a whole. All are to respect the privacy of the students by not entering the student residency.

3. EXPECTED CLASSROOM BEHAVIOR

Class begins immediately when the bell rings. All students should be seated in assigned places and silent by the time the bell finishes ringing. Not to do so is to be tardy and to receive a demerit. Class begins with prayer. Students must bring all necessary materials to class every day. Some section for notes is required in every academic class.

Respect for one another and for the teacher is the key rule in every class. When the teacher or another adult enters the classroom, all stand up politely, which is also a sign of respect. Class ends with the teacher dismissing the students while everyone is still seated and quiet. The bell does not dismiss the class.

4. SICKNESS AND EXCUSED AND UNEXCUSED ABSENCES

It is the parents' duty to report a sickness which developed over a weekend or vacation. Such a report should be made personally by telephone to either the Headmaster or Dean of Students. In case of an accident or sickness occurring during the school week, the parents will be phoned and asked to take their son home. Parents should bring their son back to school as soon as possible upon his recovery. Absence is very disruptive to his academic progress.

The only excused absences are: bona fide illness, college visit, court appearance, funeral, and quarantine. College visits are allowed for upper classmen only. All college visits must be pre-approved by the Headmaster.

Students will not be excused during school hours (from Sunday night to Friday afternoon) for vacation or other non-school functions unless special arrangement is made with the Headmaster or Dean of Students. Those who do receive this authorization to leave St. Michael's when school is still in session are required to spend one weekend for each day that he is away from school with an unexcused absence. During that weekend compensatory weekend fees are charged and the student will work for the on-going needs of the school. This regulation applies even when the parents notify the school in advance of the absence.

Doctor's appointments should be made only for the afternoon recreation period. The pick-up can be no earlier than 2:30 p.m. The student must be back on campus by 8:00 p.m. Notify the school of pending medical appointments in advance so staff can be advised that your student will be leaving campus.

When a student has been absent from one or more classes, he must present himself to the Dean of Students in order to receive a "pass" before returning to his classes. This pass is to be presented to each teacher the first day back. Teachers will not allow a student to make up missed work if he does not present a pass. Students who are absent (even legitimately) for more than 8 days in a semester may be asked to withdraw from school.

5. STUDY DETENTION

Students may forfeit their evening free time period when they have a grade of 73% or less in any class. Teachers may request the administration to intervene so that the student will complete whatever work is necessary. If academic performance is unsatisfactory, a student may be required by the administration to stay on Friday afternoon(s) or even over the weekend to study. Weekend fees are charged. If academic performance is chronically unsatisfactory, a student may be required to withdraw.

6. CONDUCT DEMERITS AND DETENTIONS

When a student's behavior is at odds with the standards established and sustained by the school, the student suffers demerits. Demerits may be given by teachers, administrators, and student leaders. Demerits must be "worked off" at the discretion of the Dean of Students. This usually is something like manual labor or attending abbey community prayers.

7. HARASSMENT

St. Michael's maintains a strict policy prohibiting harassment and bullying, including verbal, physical, visual and sexual. No person shall knowingly or intentionally by speech, gesture, or writing address another in a way that is intimidating, demeaning, derogatory or hateful as based upon a person's age, gender, race, color, religion, or ethnic origin.

The administration, faculty and staff of the school are mandated reporters of child abuse whether the alleged abuser is an adult or a minor. The school treats allegations of harassment seriously and investigates such allegations in a prompt, confidential and thorough manner.

8. RESOLUTION, RESTITUTION, RECONCILIATION

Disciplinary action involving *Resolution, Restitution, and Reconciliation* is one means of responding to a student's poor behavior choices (such as unwelcome teasing, bullying, horseplay, wrestling and fighting). This

three-fold response is well suited to bringing peace and reconciliation among the students involved because it works to overcome the causes of the misbehavior.

Resolution involves the offender admitting his wrong doing. *Restitution* involves the offender rendering some service to the offended party. *Reconciliation* takes place through the students working together (under the Dean's supervision) to accomplish some project for the common good and in this process learn to work and live like friends again.

In restoring the justice that was disturbed by the poor behavior choice, students actively and intentionally restore right order within our school community.

9. SUPERVISION, SEARCH AND SEIZURE

St. Michael's Preparatory reserves the right to supervise student behavior in a variety of means which could include searching the rooms, lockers and belongings of any student. This supervision can take place electronically using available technology. The purpose is to assure the safety of those at school and/or the compliance of the students with the norms of discipline.

10. SUBSTANCE ABUSE

The use and abuse of tobacco products, alcohol and other drugs are a significant problem among adolescents. In order to help those of goodwill resist the temptation to participate in such activities, the school conducts random searches on school grounds, which includes dormitories and students' belongings. An outside canine service may conduct some of these searches. Additionally, the school conducts random drug testing. Parents are notified as promptly as possible of any concern that involves their son.

11. SUSPENSION

The Headmaster and/or his delegate has the authority to suspend a student for misbehavior and/or disregard for school regulations. Suspension for misconduct applies to behavior in the classroom, on the Internet, in or about the school buildings and student residence, on the school grounds, at any school-sponsored activity, as well as traveling to and from school. The Headmaster and/or his delegate will decide on an individual basis whether a suspended student stays at school while being restricted when not in class or if the suspended student is sent home for a specified length of time. Students suspended from class and/or school do not receive credit on any work due during the time of suspension. Suspension is not a required step for student dismissal.

12. WITHDRAWAL

Advice to withdraw comes when all the typical resources that the school uses to support a student have been pursued but there is little evidence of satisfactory progress. This could be represented academically by a consistent neglect of work and behaviorally by an ongoing disregard for the well-being of the school community.

It is school policy that students who withdraw must not return to St. Michael's for one year without the prior approval of the Headmaster. After this time of separation is completed, the young man may return to school grounds but is limited to his participation as other St. Michael's visitors, that is, to watch a sporting event, to participate in Mass or other special religious or civic ceremonies.

13. DISMISSAL

Dismissal constitutes permanent, recorded removal of a student from St. Michael's Preparatory. Students may be dismissed for:

- Flagrant violation of the moral norms of the school
- Persistent defiance of authority
- Possession of pornographic materials; passing such to others
- Actions gravely detrimental to the physical, moral and spiritual welfare of others
- Harassment in any form, including verbal, physical, and visual
- Stealing (theft in any form is always a serious offense)
- Vandalism of any kind, including graffiti and "practical jokes"
- Crossing the designated boundary lines
- Leaving the student residence without permission after lights out
- Possession or consumption of alcohol, tobacco, or controlled substances in any form
- Possession of paraphernalia which is typically used for consuming alcohol, tobacco, or controlled substances
- Possession of firearms or other weapons
- Being associated with persons who were involved in one of the above mentioned activities either at school or at any school sponsored /sanctioned activity
- Any activity, real or virtual, on or off campus, injurious to the good name and reputation of St. Michael's Preparatory
- Any other offense deemed sufficiently serious by the administration

It is school policy that students who are dismissed must not return to St. Michael's for one year without the prior written approval of the Headmaster.

After this time of separation is completed, the young man may return to school grounds but is limited to his participation as other St. Michael's visitors, i.e. watch a sporting event, participate in Mass or other special religious or civic ceremonies.

14. BORROWING, LENDING, ETC. AMONG STUDENTS

Students are discouraged to sell, lend, buy or borrow anything without the written permission of their parents and the expressed consent of the Dean. St. Michael's is in no way responsible for the loss or damage to any student's personal belongings which he loans to or borrows from another student, leaves unattended on school property, or loses on a school outing. Individual items of value which students bring to the school (such as personal computers) must be insured under the parents' policy. To assist in the safe storage of student property, each dorm room is equipped with four small lockers (one for each student). Students must supply their own lock for that locker; a copy of their key or combination must be turned into the Dean of Students at the beginning of the school year.

15. ITEMS STUDENTS MAY NOT HAVE AT ANY TIME

In addition to those things for which students could be dismissed, students may not have the following items at any time on campus: chewing gum, fireworks, refrigerators, ovens, televisions (or any similar video machines), replica or toy weapons, and cabalistic symbols. The Headmaster is the final interpreter of what students may or may not have at any time on campus.

16. USE OF THE SCIENCE LAB

- Be mature. Lab time is serious time. No horseplay.
- Report any accident, spill or breakage to the teacher, no matter how minor.
- Learn the location and operation of the safety equipment.
- If any chemical gets into your eye, immediately wash it for ten minutes in running water.
- Do not go into the back room unless instructed to do so.
- Never randomly mix chemicals; most of them give off extremely toxic gases.
- Be especially careful when handling any strong acid or base.
- Keep all flammable substances away from open flame.
- Treat all chemicals as poisonous. Be careful about getting them on your hands or clothes.
- No eating or drinking in the lab.
- Never taste or directly smell a chemical. Never put your nose or mouth on a container. If instructed to smell something, you may waft some vapor towards your nose with your hand.
- Point test tubes away from yourself and others when heating.
- Never use cracked glassware.
- Never do unauthorized experiments.
- Leave alone any equipment that is not currently being used.
- Be observant – watch for others (both their needs and mistakes).
- Be safety conscious.

17. USE OF THE LIBRARY

St. Michael's maintains a growing library of books and periodicals for the use of the students and faculty. Those using the library must always have consideration and respect for books and fellow occupants alike. The following regulations must be observed:

- Students are permitted in the library only during posted library hours.
- Students must be in uniform (with the exception of the tie).
- No food or drink is allowed.
- Conversations must be kept in low tones.
- No reference or reserved books may be checked out.
- All returned library materials must be placed on the library return cart.
- Do not lend to anyone book(s) checked out in your name.
- Students who lose books/videos pay a replacement cost which includes time and labor for item's purchase and cataloging.
- The computers are available for the use of all the members of the school. They are primarily for academic work and/or college application processes.

Photocopying: All students pay an annual fee to offset the expense of this service.

18. USE OF THE SWIMMING POOL

The swimming pool is for recreation. Those using it should be gentlemen so that it is safe for all present. In order to prevent injury, the following regulations must be observed:

- On the deck there is no running, wrestling, horseplay, etc.
- In the pool there is no pushing, dunking, splashing, etc.
- No diving either from the wall, roof or in the shallow end of the pool.
- No food, drinks, containers, fins, masks, radios, etc.
- No playing with any of the pool safety or maintenance equipment.
- Swim only when another person is present.

Breaking any one of these rules may result in dismissal from the pool and/or detention. The pool is closed during the winter months and inclement weather. If a class wishes to reserve the pool for its own use, it must be arranged with the administration.

19. SKATEBOARDING

Skateboarding is a sought-after recreational sport that blends wholesome exercise and physical dexterity in an urban setting. Students may skateboard at school during the afternoon recreation period. Parents sign a waiver annually which details the area on school campus in which skateboarding is permitted, necessary protective gear, proof of insurance, standards for recreational clothing, and release of the school from harm. Any student not abiding by the rules and regulations established by St. Michael's will lose his skateboard and his skateboarding privilege for the length of one semester.

20. SURFING

The St. Michael's Preparatory Surf Club has periodic outings to the beach throughout the academic year. Surfing is a healthy recreational sport that blends wholesome exercise and physical dexterity. Students who wish to join the school's Surf Club must first demonstrate a proficiency in swimming. Parents must sign a waiver at the beginning of each academic year. Surf Club outings are always chaperoned by at least one adult St. Michael's staff member.

Chapter 5: Dress and Appearance Code

1. INTRODUCTION

St. Michael's maintains high standards for good grooming. Proper grooming demonstrates a healthy self-respect and prepares a student for the larger stage of life where stringent standards of comportment and clothing are prerequisites. The first part of grooming is attention to personal and oral hygiene. The complementary component is how one is dressed.

2. NEATNESS IN APPEARANCE

Students are expected to have enough well-fitting, clean and mended clothing to be able to always dress neatly. Each school day a well-pressed shirt should be worn; trousers should be pressed and shoes shined. A washer and dryer are provided for the use of the students. A prerequisite of dressing neatly is daily attention to oral and personal hygiene. Hair must be kept in a manner appropriate for a conservative, professional business setting. Normally, this means that it is short, neatly trimmed and combed. It should not touch the ears, shirt collar, or cover the eyes. No bleached or colored hair is permitted. All students must be clean-shaven. Sideburns may be no longer than mid ear. All personal items must be marked for easy owner identification. It is the right of the Headmaster and/or his delegate to judge whether the dress code has been followed.

3. SCHOOL UNIFORM

All students wear the uniform of St. Michael's Prep, which consists of the following:

- A single-breasted navy blue blazer with the emblem of St. Michael's Preparatory
- Pressed, charcoal gray dress trousers with a dark dress belt
- White, long or short sleeve dress shirt with a white, logo-free, crew-neck T-shirt underneath
- School tie
- Plain black socks
- Black dress shoes able to be shined (no high-tops, deck shoes, boots, half boots, work shoes or similar)
- A solid gray or navy cardigan sweater (front buttoned, without collar and free from logos) may be used in place of the blazer during classes and most other school activities.
- A button-less sweater vest may be worn either with the blazer on any occasion or in place of the blazer during classes. The sweaters must be dark gray or navy blue.
- Each student carries a handkerchief or tissue on his person at all times.

Students arrive at and depart from St. Michael's in uniform. Wearing the blazer is optional for arrival and departure.

Students wear navy blue (or dark solid color) gym shorts for Physical Education. The top is a white or navy blue P.E. T-shirt with the school name. These must be purchased from the school. A solid colored, logo-free T-shirt (or a small logo of a sporting company) with half sleeves may substitute for the P.E. top. At those times when students not attending P.E. dress for sports and/or recreation, their clothing must conform to these same standards. No blue jeans are allowed (exceptions will be made for weekend students during weekend outings).

The letterman jacket is optional for all those who have successfully completed a varsity sport and wish to purchase it. The letterman jacket may be worn at all functions and activities with one exception: blazers are the standard when Jesus is sacramentally present (Mass, Holy Hour and Benediction).

The ties, P.E. uniform, letterman jacket, school emblem for the blazer, and sports uniforms are ordered through the school.

Students are always in uniform in the classroom, church, during study period, in the library, or when departing from or returning to school. Students decide individually to wear their blazer or not when the weather is hot. Wearing the tie during study periods or while studying in the library is also at the student's discretion.

The uniform is also worn by the weekenders when they are taken to the store, and the sports uniform is worn by the sports teams when being driven to and from games. Students attending games, contests, or school sponsored activities wear their full uniform, unless explicitly stated otherwise. All students come in uniform when first reporting to school.

4. NEEDED ARTICLES

LINENS	CLOTHING
<input type="checkbox"/> blanket/comforter ¹ <input type="checkbox"/> fitted twin sheet (regular) <input type="checkbox"/> flat twin sheet (regular) <input type="checkbox"/> pillow <input type="checkbox"/> pillowcase <input type="checkbox"/> 2 bath towels <input type="checkbox"/> 2 hand towels <input type="checkbox"/> washcloths <input type="checkbox"/> laundry bag	<input type="checkbox"/> uniform <input type="checkbox"/> handkerchiefs <input type="checkbox"/> bathrobe <input type="checkbox"/> shower shoes <input type="checkbox"/> sleeping clothes <input type="checkbox"/> work/play clothes <input type="checkbox"/> work/play shoes <input type="checkbox"/> swim trunks <input type="checkbox"/> sweater ²
TOILETRIES	MISCELLANEOUS
<input type="checkbox"/> caddy for toiletries <input type="checkbox"/> bodywash/soap <input type="checkbox"/> shampoo <input type="checkbox"/> deodorant <input type="checkbox"/> toothbrush/toothpaste <input type="checkbox"/> sunscreen <input type="checkbox"/> Band-Aids™ <input type="checkbox"/> comb/brush <input type="checkbox"/> shaving kit <input type="checkbox"/> nail clippers <input type="checkbox"/> tweezers <input type="checkbox"/> hand soap <input type="checkbox"/> Kleenex™ <input type="checkbox"/> Chapstick™ <input type="checkbox"/> sport cream <input type="checkbox"/>	<input type="checkbox"/> plastic drawer organizer ³ <input type="checkbox"/> rosary <input type="checkbox"/> hangers <input type="checkbox"/> cup, mug and bowl <input type="checkbox"/> one set of eating utensils <input type="checkbox"/> watch <input type="checkbox"/> disinfectant wipes <input type="checkbox"/> snacks <input type="checkbox"/> storage containers ⁴ <input type="checkbox"/> personal first aid kit <input type="checkbox"/> glasses repair kit <input type="checkbox"/> laundry soap <input type="checkbox"/> family photo <input type="checkbox"/> school supplies ⁵

Notes: Typically, students do not bring over-the-counter medications. If they have some need, they ask in the Headmaster's Office where such medications are available. The school does enter this information in its medical record log. However, there may be occasions when parents allow their sons to carry and monitor their own non-prescription medication.

¹ regular twin size

² Collarless cardigan or V-neck, vest dark grey or navy blue

³ For inside closet

⁴ Snack foods are kept safe and fresh when they are stored in air-tight, plastic containers with lids.

⁵ There is no formal list. For the first week new students may want to bring the few essentials (like pen, pencil, paper, notebook) and then go shopping over the next weekend.

Casual clothing should also be appropriate so as to represent the dignity of the human person and the values of the school. Pants should fit the student's current waist. Clothing with highly visible logos, slogans, or messages must not be worn at school or its sponsored activities. Non-school caps are not permitted.

5. ETIQUETTE

In the broad sense, etiquette is the accepted manner of behavior among educated people who desire to be just as well as charitable to others. How we behave towards one another shows our respect for others, ourselves, and our surroundings. This type of respect reflects personal development very clearly. Moreover, knowing these manners gives one a sense of security in dealing with people. At St. Michael's we seek to foster those skills that are appropriate for a Christian gentleman living in polite society.

Chapter 6: Finances

1. INTRODUCTION

Through a large circle of benefactors, as well as the generous and sustaining gift of personnel and resources by the St. Michael's Abbey community, the school has been able to provide families a remarkably fine Catholic education for their sons at a fraction of its actual costs. Nevertheless, the remaining portion of these educational expenses does exist which the school manages in as prudent and fiscally sound manner as possible.

2. TUITION

Room, board, and tuition are payable on a yearly basis at a discounted rate or in monthly installments by the fifth of each month, starting in the July prior to the students' new academic year. There is no multiple-child discount. If a student is officially withdrawn or dismissed during the academic year, the tuition and fees are refundable on a prorated semester basis.

3. PAYMENT OPTIONS

Families have three options for paying tuition and fees: one payment in full; two payments (60%/40%); or payment in monthly installments. Those families who pay the entire tuition before June 1st receive a tuition discounted by 3% applied to the balance after deducting the Non-refundable Tuition Deposit. This discount does not apply to those families receiving financial assistance from the school. Those families who chose monthly payments begin these payments in July prior to the new school year. Monthly tuition payments are collected electronically by a nationally respected tuition management company: **FACTS**.

Regardless of the option chosen, each family pays additional student fees which are not part of the tuition. These are billed directly from the school and may be paid by check or money order.

There are circumstances when payment options are restricted to payment in full without discount. These are typically for international students and/or students who merited a behavior contract the previous academic year.

4. FINANCIAL AID

The school offers financial aid to families with demonstrated need whose son has proven academic merit and good moral character. This aid requires the recipient to earn a quarter GPA of 85%. All financial aid is renewed annually. Failure to meet one or more of the abovementioned standards automatically places the student “on academic probation” for the next academic quarter. If the student fails to meet one or more of these standards for a second consecutive quarter, he and his family forfeit their aid for the rest of that school year. In such a case the school will notify the family and will add the remaining tuition expenses to the family’s FACTS account.

All families whose sons receive financial aid must pay the balance by June 1 or have it withdrawn electronically by **FACTS** a tuition management company that uses an automatic bank payment plan. The total tuition amount will be divided into ten (10) payments paid July through April.

5. WEEKENDS

Students staying over the weekend are charged the weekend fee for each weekend.

6. ADDITIONAL COSTS

Tuition does not include the following:

- Application fee
- AP Class fee
- Textbook and Technology fee
- Doctor/Hospital visits
- Parent Participation fee (paid by international students only)
- Graduation fee
- Insurance fees
- Outings
- PE uniform
- School supplies
- Shuttle fees
- Sports participation fees
- Uniform tie and emblem
- Weekender fees

7. RESTITUTION FOR DAMAGE

Parents are fully responsible for any and all damage or injury their son causes. Therefore, parents are billed for the damage to school or personal property caused by their son. When an outside agency completes the repair, their bill (plus handling) is sent to the parents. When St. Michael’s is able to complete the repair, the charge is the sum of parts and labor.

8. MISCELLANEOUS STUDENT EXPENSES

In order for parents to maintain control of their sons’ miscellaneous expenses, they directly give their sons any money needed for meals off campus, supplies, snacks, etc. As a convenience, if the parent or student wishes, the

school's treasurer can hold this petty cash for safe keeping. Parents are to pay all school-related fees directly to the school's business office in cash or check.

9. DELINQUENCY

If a bill is not paid by the 5th of the month, there is an administrative fee of 18% (1.5% monthly) of the outstanding balance. No report cards and/or transcripts will be issued to students who are not up to date on their financial obligations. No graduating senior will be given a diploma until all financial obligations have been met. Consistent delinquency in paying bills does influence subsequent options regarding payment obligations to the school.

10. INSURANCE

Each student, without exception, is covered by the customary diocesan fleet insurance for accidents occurring on the school grounds or during organized school activities. However, this insurance does not provide full coverage and is secondary to the parent's primary insurance policy.

Chapter 7: Life at St Michael's

1. ORDER OF THE DAY

Daily:	
6:55 a.m.	Morning Prayers and Holy Mass
7:50 a.m.	Breakfast (Library open for use)
8:25 a.m.	First Class or Study
9:26 a.m.	Second Class or Study
10:27 a.m.	Third Class or Study
11:27 a.m.	Lunch
12: 05 p.m.	Fourth Class or Study
1:06 p.m.	Fifth Class or Study
2:01 p.m.	Tutoring
2:3 p.m.	Sports/P.E. Class/Recreation
5:40 p.m.	Dinner
6:10 p.m.	Class or Recreation (Library open for use)
7:00 p.m.	Mandatory study period (Library open for use)
8:00 p.m.	Eucharistic Adoration (Confession available)
8:40	Room Jobs
9:00 p.m.	Mandatory study period (students must be in dorms)
10:00 p.m.	Lights out over beds (whispering only allowed)
12:00 a.m.	All lights out (silence required)

2. STUDENT RESIDENCE PRIVACY

The Student Residence should remain private. Parents, teachers, alumni and visitors may not enter the student residence at any time. This restriction extends also to the stairs, except when on business in the Headmaster's office. To assure the greatest possible privacy and an atmosphere conducive to study, no student is allowed at any time to visit the rooms of his fellow students.

3. MUSIC

Students may listen to music in their rooms, whether on MP3 players, CD players, etc., as long as headphones are used so that the music is not audible to others lest they be disturbed in their studies. Students must always use earphones or headphones. Great discretion on the part of the student should be used in selecting the type of music. This is done according to the guidelines of the administration.

The playing of musical instruments is warmly encouraged; however, this is permitted in the hallways, upstairs classroom, and downstairs only, and not in student dorms, for the same reason as before. If instruments are played inside student rooms, they will be confiscated until the end of the week.

4. MAIL

Parents are allowed to communicate with their son by mail or email, if they choose. When sending mail to the students, please clearly indicate the name and address of the sender, as well as the receiver. Students may access electronic email on the monitored library computers.

5. SCHOOL MAINTENANCE

Each room is assigned a specific maintenance job that is performed by the students and room leader in that room. The care and consistency of this work does contribute to a student's conduct grade.

6. SEMINARIANS AND PRIESTS

St. Michael's Preparatory prepares high school students for college. St. Michael's Abbey prepares college age or older seminarians for the Norbertine priesthood. Likewise, the Abbey has a residence for priests. The school and the Abbey have different schedules. Each group respects the obligations and schedule of the other. Students are not to enter either the House of Formation or the Abbey building.

Chapter 8: Student Offices

1. INTRODUCTION

Students foster the common good of the school in a variety of manners. Many of these forms of service come about through election or appointment to a position in the student government. Understood properly and undertaken with a generous spirit, student office holders develop and refine many life skills that they will continue to use long after graduation is behind them. These abilities include operating effectively within an organization by goal setting, reliability, a Christian work ethic, peer review, and maturity in dealing with conflict. These forms of self-knowledge and self-expression truly prepare one for responsible adulthood.

2. THE STUDENT LEADERS

THE STUDENT BODY PRESIDENT

The student body president acts as the final link of representation between the students and the administration. He leads the students in some activities. He shares the responsibility for maintaining order in student activities with the student body vice president. During an emergency the president works with the room leaders to confirm the safety and care of the student body.

This office requires the additional qualification that he be a room leader at the time of election.

STUDENT BODY VICE PRESIDENT

The student body vice president supports the president. When the student body president is not able to be present to lead an activity, the vice president leads it. Additionally, this officer supports the room leaders in fulfilling their responsibilities. He shares the responsibility for maintaining order in student activities with the student body president.

THE SPIRITUAL COMMISSIONER

THE ACTIVITIES COMMISSIONER

THE CLASS PRESIDENT

The class president conducts himself as an example which others will see and imitate. The president is the leader of his class while he is at school. He actively influences his classmates to support not only the rules of the school, but also a healthy and Christian rule of life. In the delay of a teacher, he keeps order before class. He holds class meetings as needed, briefs his class on upcoming school activities, and organizes all activities that his class undertakes. Specific class presidents also hold additional responsibilities.

Specific duties: The senior class president supervises the other class presidents in the successful fulfillment of their assigned duties.

THE ROOM LEADERS

Room leadership is an office of leadership and service. Room leaders, appointed by the school administration, promote the well-being of the student body by supporting the personal growth of their roommates in virtue, knowledge, and responsibility.

Responsibilities:

1. Within the room:
 - a. He introduces newcomers to the values and rules of the school
 - b. He sets the example for and helps his roommates to be diligent with regard to personal grooming and completing homework
 - c. He insures that proper order is maintained at all times in his room, especially silence during study period and at lights out
 - d. He makes sure that those in his room are neat in appearance and meet academic obligations
 - e. He may issue detentions for those students who neglect or refuse his directions

- f. He makes a brief weekly evaluation of his roommates and submits it Thursday night to the Dean of Students
- g. He ensures that his roommates are punctual for daily Mass

2. Outside the room:

- a. He sets an example of proper behavior for a St. Michael's student
- b. He leads his fellow students in proper table manners
- c. He oversees his roommates' daily fulfillment of their assigned chores
- d. He reports to the Dean of Students any irregularity or damage to property
- e. He reports to the Dean those students who are sick
- f. He reports to the evening administrator the attendance of his roommates at dinner
- g. He is responsible for the safety and care of his roommates during any emergency (fire or earthquake)

Qualifications:

Room leaders are expected to subscribe completely to the school philosophy and administration policies and to see to it that they are carried out not only in their rooms but also throughout the campus. Every room leader must meet the following minimum requirements:

- good Christian example;
- consistent respect for school values and rules;
- positive attitude;
- demonstrated personal initiative;
- willingness to work with the Deans to ensure the success of his position;
- an 88% Honor Roll GPA based on the prior two academic quarters, with no allowance for a "D" or "F";
- a "B" or better in conduct over the previous four quarters;

Privileges:

Room Leaders will be rewarded each semester by the administration for their service to the school (e.g. a beach day, or free dinner out, etc.).

Removal:

A room leader may be removed when he falls below the minimum requirements for appointment or when he consistently fails in his duties.

3. METHOD OF ELECTING STUDENT LEADERS

The first step is taken when the administration publicly invites those students interested in a position to declare their candidacy. Next, the administration confirms that each candidate does have the minimum requirements to hold the particular office. Finally, the date and time of election are established.

The students elect leaders who are respected by the majority and capable of close cooperation with the administration. All signs and blackboard slogans are barred on campus as such procedures are irrelevant to the process of choosing a worthy officer. The campaign should not resemble the mud-slinging outbursts of modern

political campaigns. Any candidate or his supporters who engage in any of the above-mentioned activities will cause the disqualification of the candidate. Any candidate or his supporters who seek or claim the endorsement of a member of the faculty or administration will be barred in that election from elective office.

The electors cast the ballot for each office. The candidate with a simple majority wins.

4. ELECTORS

The electors of the student body council are all those students who are returning for the next academic year at the time of the election. Electors of the class presidents are all those members of the class who can vote for student body president. The members of groups entitled to representation are the electors of their representative.

5. SEQUENCE OF ELECTIONS

1. Class Presidents
2. Student Body Council Members

The specifics of when each election takes place are determined by the administration. Typically, the majority of elections are at the end of the prior school year.

Chapter 9: Weekenders

1. INTRODUCTION

Students relax over the weekends at St. Michael's and renew themselves spiritually, mentally and physically. While recreation is ample, adequate time for spiritual and academic growth is also provided. Teachers from the abbey community regularly organize outings to meet one or more purposes: participate in wholesome recreation, expand cultural experiences, explore sites of natural beauty, meet ordinary needs for school supplies and snacks, and take advantage of the many recreational points of interest in Southern California.

2. WEEKENDER RULES

The policies and practices which give structure and direction to the student body during the weekdays are likewise observed during the weekends. The consequences which result from violating these standards are also the same.

When the uniform is not worn, students wear casual clothes of their own choosing. All the casual inner and outer clothing a student brings to the school should be appropriate for this setting. A washer and dryer are provided for the use of the students. Clothes which need special care (such as ties, blazers, letterman jackets, dress pants) should be sent to the cleaners regularly.

Students staying for the weekend must check out any money desired for the weekend from the school treasurer on Friday afternoon. The money room is not open on Sunday.

3. WEEKEND INVITATIONS

Weekenders may be invited to spend a weekend at the home of a fellow student. Parents are asked to communicate among themselves regarding such invitations and then inform the school by Thursday afternoon.

4. AIRLINE RESERVATIONS

Each family handles the plane reservations for trips home during the school year. In order to facilitate this, it is important to know several things. The earliest reasonable departure time for flights from Orange County (John Wayne/Santa Ana) Airport is 3:00 p.m. Return flights should arrive at Orange County Airport around 5:30 p.m. in order to allow sufficient time to arrive at school by the 7:30 p.m. requirement. A private shuttle service can be used to transport students to/from school and airport. Flight and shuttle reservations must be emailed to the school secretary a minimum of one week in advance. The school offers one shuttle to the Orange County Airport before 3-day weekends and longer holidays. All special events are clearly listed in the calendar of the school which is online at: <http://stmichaelsprep.org/PrepSchool-Calendar.html>

5. SCHOOL CLOSINGS

In addition to the summer months, the school is closed to all students several times throughout the academic year. The more significant of these times include: Thanksgiving, Christmas, and Easter. The family must make arrangements for these holidays. Moreover, several extended weekends fall within the academic year and are marked on the calendar. Families should also use these opportunities to have their sons return home or visit families in the area.

Chapter 10: Activities and Organizations

1. INTRODUCTION

This chapter presents the various activities and organizations available to students, parents, and alumni of St. Michael's. While each is individual in its scope, they all contribute to successful living out of the philosophy and purposes of St. Michael's educational program.

2. NATIONAL HONOR SOCIETY

The objectives of the National Honor Society (NHS) at St. Michael's Preparatory are 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 all students of St. Michael's. A special service project of this NHS chapter is tutoring of fellow students. St. Michael's membership identifier for the National Honor Society is 29406.

Membership is based upon scholarship, service, leadership and character. To be eligible for membership, the candidate must have attended St. Michael's for one semester. He must have a minimum GPA of 3.00 ("D" or "F" in an academic subject or conduct disqualifies a student). All students who meet these standards are candidates. They shall then be evaluated on service, leadership, and character. Members are elected by a chapter council (of the Headmaster and at least four faculty members). A member who fails to meet the society's standards shall be warned. If he fails to meet those standards during the next marking period of the school, the council will decide on his case. A member will be allowed only one warning period. Once a member is dismissed from the society, he is never again eligible for membership in that society.

3. CLUBS

Students are encouraged to organize clubs on St. Michael's campus, as long as they are in accord with the school philosophy and goals as published in this Handbook. Before a club may formally seek members, the organizer(s) must submit to the school administration a written proposal describing club's purpose, guidelines, membership

requirements, and possible faculty moderator. Participation in a student club is a commendable extra-curricular activity that may be listed on college applications, job resumes, and other places.

4. ST. MICHAEL'S LEAGUE FOR PARENTS

All parents and/or guardians are automatically members of St. Michael's League. The primary purposes are to exchange useful information between school and home as well as to lend an active hand in the activities associated with various school events. League meetings typically take place on a Sunday at 7:00 pm. These are always noted in the School Calendar.

The League has the following officer:

- **President.** The president is the League's direct link with the school. The president conducts the meetings, is a conduit of information between parents and administration. The president supports and encourages others to volunteer in various facets of the school.

This office is held for a term of one year which begins in July. An office may be held for more than one year. More than one office may be held concurrently.

Parents will have an opportunity on back to school night to sign up to volunteer in support of school fundraising and events.

6. ALUMNI ASSOCIATION

The purpose of the St. Michael's Alumni Association is to act as a unified body in the support of St. Michael's as a unique educational institution. There are many means used to accomplish this purpose. These include, but are not limited to: praying for school members, visiting the school, contributing time and talent to forward school identified goals, giving in accord to one's financial means, keeping the school abreast of the significant events in the lives of alumni, increasing the number of those who know about the school and appreciate its educational efforts.

All graduates are automatically members of St. Michael's Alumni Association. "Associate members" (AA) are those who once attended St. Michael's, yet graduated from another school while keeping in contact with St. Michael's.

Chapter 11: Athletics

1. INTRODUCTION

St. Michael's Preparatory is a member of the California Interscholastic Federation (CIF) and belongs to a small, private schools league. Athletics at St. Michael's is seen as a harmonious extension of the Catholic faith that animates the philosophy of the whole school. Thus, the sports program at St. Michael's is to develop healthy and well-balanced youth. The school believes that athletics helps foster the qualities of self-discipline, courage, teamwork, respect, friendship, and perseverance. These qualities form a solid foundation for virtue and prepare our students for greater responsibilities. In addition to teaching the skills of athletics, St. Michael's emphasizes teaching through athletics.

To be part of this program is not the right of any individual, but rather a privilege which demands a commitment to the school's values, policies, and rules. In few other arenas of school life is the individual called upon to represent St. Michael's Prep in such a public forum as in athletics. Student athletes must demonstrate strong sportsmanship. Students follow all school rules on the field or in the gym and are examples of Christian courtesy to teammates, coaches, and referees, as well as to members of the opposing team and their guests. Vulgar or foul language and/or conversation, as well as poor sportsmanship will result in the loss of eligibility to play team sports.

Parents are the primary educators of their student athletes. St. Michael's parents are therefore called to teach by word and example the values of the school. Parents are strongly encouraged to support their sons during team competition with their presence and positive school spirit. Parents also need to be aware that they likewise represent the school in a special way during all athletic contests.

2. PHYSICAL EDUCATION

Freshmen and sophomore students who are not in a team sport are assigned to Physical Education (P.E.). P.E. and athletics are complementary efforts to help the underclassman student refine skills, improve health, develop self-discipline and muscle strength through performance which foster increasing degrees of coordination and agility.

Physical Education is a requirement for graduation and carries the same obligations of attendance and participation as all other classes. A student cannot exempt himself from P.E. to make up academic work in another class. A student athlete who is an underclassman, immediately upon the conclusion of his season, returns to the P.E. class. If a student fails to make the team, he does not participate in practice for that sport. He will return to P.E. unless all the requirements of physical education are completed.

3. GENERAL POLICIES

Team members travel to and from all games in their sports uniforms. No player is allowed to drive himself to or from the game, or ride in any car driven by a minor to or from the game. The coach, faculty member, or a responsible adult approved by the Headmaster drives participants to and from events. With the knowledge of the athletic director and the approval of the head coach, parents may bring their own sons to and from any competition with the understanding they are able to arrive by the stipulated time.

Each sport has one or more captain(s) appointed by the coach at the beginning of each athletic season with the approval of the athletic director. He shares with the coach the responsibility for the care of the sports equipment and the cleanliness of the school vehicles that the team uses. He maintains order and sets the example of good sportsmanship while the team is together.

Students will lose their eligibility by either falling down in academics, going to games out of uniform, riding with a minor driving, missing league games, not showing up for practice, or at the discretion of the coach after consulting the athletic director and Dean of Students. Student athletes who earn detentions during the athletic season may work off those detentions under the supervision of his coach after having consulted the Dean of Students and the Headmaster.

4. ELIGIBILITY

The school follows the criteria for initial eligibility found in the CIF Blue Book [State, CIF and Southern Section By-Laws, Article 2]. In order to be eligible, any student entering from the eighth grade into a CIF four-year high school must have achieved a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

St. Michael's follows the criteria for continuing eligibility in the same CIF Blue Book. A student who does not meet the requirements during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period.

Suspended students are ineligible during the time of their suspension. Ineligible students may not participate in any interscholastic practice or game. Transfer students must first consult with the athletic director concerning their eligibility before beginning any conditioning or practice with any team. The athletic director does consult a CIF Southern Section officer who makes the final determination concerning the eligibility of transfer students.

Any student athlete who is put on athletic probation will forfeit his chances of receiving any post season awards. One such award is the athletic letter. For a student athlete to receive an athletic letter, his must play 50% of the season.

5. ANNUAL PAPERWORK

The following paperwork must be submitted annually to the school secretary for all students whether they participate in an athletic activity or not:

- Agreement and Waiver
- Athletic Agreement
- Annual Physical completed by a licensed medical practitioner and signed by the parent
- Football players who are 14 years old must have an additional waiver signed by the doctor that he may play varsity football. The parent/guardian must also sign the waiver.

6. ANNUAL PHYSICAL

The CIF requires an annual physical examination or a statement by a medical practitioner. This certifies that the student is physically fit to participate in athletics. It must be obtained before a student may try out, practice, or participate in interscholastic athletic competition. A written medical release must be obtained from the physician confirming that the athlete is in good health; this release must be submitted to the school secretary. No student will be admitted to the athletic program prior to submitting the annual physical with medical release. This also applies to organized off-season conditioning. Therefore, students intending to try out for any sport during the school year should fulfill this requirement during the summer or well in advance of the sports season in order to avoid any period of ineligibility. The annual doctor's examination required for every St. Michael's student meets this obligation.

7. INJURIES AND ACCIDENTS

Injuries and accidents are a risk in any sport. Report all injuries/accidents to the coach who is responsible for putting into writing the details of how the injury took place. Parents are the primary insurer of their student athlete. Athletes must be given sufficient time to rehabilitate from injuries, and doctors' orders must be followed. Injured athletes should be present at the practices unless or until excused by the coach.

8. FINANCIAL OBLIGATIONS

Parents are responsible for fulfilling the financial obligations inherent in participation in their son's sport. One of these obligations is a sports fee that is associated with a particular sport. Each sport has its own fees, and students who play in more than one sport pay more than one fee. The sport fee must be paid in full before the first practice begins. A one-week grace period will be granted. If the complete sports fee is still not paid after this time, the student must quit the team. Additionally, most athletes enjoy an off-campus meal on game days, which must be

purchased by the students themselves. Other foreseen expenses, if any, will be stated in a letter sent home to parents by the athletic director or coach at the beginning of the season.

9. EQUIPMENT AND UNIFORMS

Athletes and their parents/guardians are responsible for any issued equipment or uniforms the athlete uses during the sports season. These items must be returned in good condition at the close of the sports season. Failure to do so will result in a financial obligation to restore damaged or lost items which will be assessed to the athlete and his parents/guardians. No equipment or uniforms may be used for personal use outside practice or games.

10. ATTENDANCE

Athletes must attend all practices and games. At the determination of the administration, repeated unexcused absences will disqualify an athlete from participation in the athletic program; any unexcused absence will result in the loss of playing time. Absences from practice require permission from the Dean of Students or his assistant. Absences from games may be excused for the following reasons only: bona fide illness, college visit, court appearance, funeral, or quarantine. The head coach must be informed whenever an athlete will be absent. Foreseen absences should be reported to the coach at the beginning of the season when the game schedule is made available. No student is allowed to join a team after the first practice. If an exception is to be made to this rule, the student will need the explicit permission of: 1) his parent; 2) the Headmaster; 3) the athletic director; 4) the respective coach.

Student athletes who are too ill to participate in either morning Mass or their classes are also too ill for afternoon sports practice. Athletes must attend Mass and all classes on game day in order to play in that particular event. Mass is considered a “class” for the purposes of attendance. In the event that a competition will overlap a class period, student athletes turn in their homework before leaving for the competition.

11. PERSONAL FITNESS

In addition to the organized team sports program, St. Michael’s students enjoy pursuing their own individual fitness programs, which include, but are not limited to, pick-up basketball, jogging and weight lifting. The school’s exercise area is open for use during recreation periods. Students must use a “buddy system” to minimize accidental injury; no student shall participate in weight lifting if he is alone.

Chapter 12: Emergency Preparedness

1. INTRODUCTION

By definition “emergencies” occur independently of scheduled dates and time. A boarding school, as a 24-hour environment, must be prepared as well as possible for these contingencies day and night. Student leaders and members of the Abbey community work harmoniously for the safety and care of all those living on the hilltop. It is for this reason that all room leaders are certified annually in adult CPR and first aid.

2. EMERGENCY INFORMATION

In any large-scale emergency situation, the school will broadcast news about the student body through KNX radio (1070 am) which transmits throughout Southern California. In any sustained state of emergency, individual families will be up-dated through the online school calendar, school email, student’s individual cell phone, and/or the “emergency contact” listed on the student’s health form.

3. FIRE DRILLS

The main purpose of fire drills is to give training and practice in orderly evacuation of the buildings. Through repeated participation in fire drills, all concerned will be conditioned to remain calm and to act rapidly and in an orderly manner in any emergency that might arise at the school. Fire drills are conducted at the beginning of each school year and then approximately every two months at random times of day and night. Rules:

- Immediate action must be taken when the alarm is sounded.
- Everyone must participate.
- Students gather with their room leader by the flag pole area, facing the building.
- Each group must remain in its assigned location until the all-clear signal is sounded to reenter the building.
- The first person to reach a door leading to the outside is to hold the door until all have passed through.
- All windows and doors must be closed. Teachers or room leader take care of the windows.
- Heating fans and water heaters must be shut down by persons assigned to this task.
- The Headmaster with the Dean of Students and the Assistant Dean of Students checks to make sure that all areas have been vacated.

4. EARTHQUAKE PREPAREDNESS PLAN

When the earth moves, everyone should keep calm and go into the “duck and cover” position: in classrooms, under the desks; in the dorms, under a desk or your bed; in the dining room, under the tables. Do not wait for the “duck and cover!” command from your teacher or for a bell signal. The “duck and cover” position means: Get under a desk, bed, etc.; drop to knees with knees together; interlace fingers and with head down cover the back of the neck; stay there until movement stops.

When ground movement ends, the teacher will supervise the evacuation of the classroom. In the dorms, room leaders will supervise the evacuation of their roommates. Do not evacuate until all movement has stopped. Follow evacuation plan for fires (above). The student body president with the help of the room leaders take roll and keep everyone calm and orderly.

Remember:

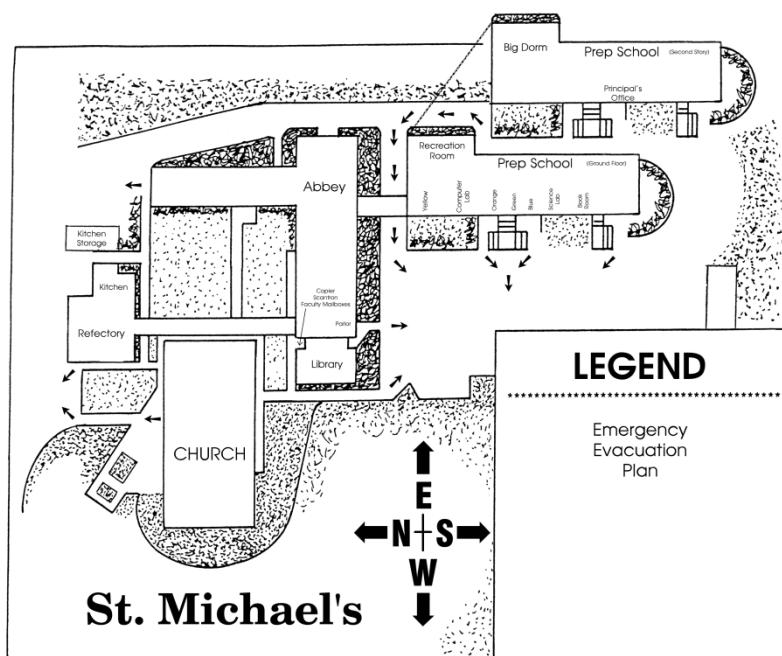
- Keep calm. Panic kills.
- Do not run for the door or go outside.
- Your greatest danger is from falling or flying objects, so take cover in the “duck and cover” position and stay there.
- If outside, get into the open, away from buildings and power lines.

In the case of a major earthquake disaster, the Emergency Earthquake Plan will be activated. This plan is designed to provide fast, efficient help to those who are trapped or injured, secure the plant from further damage, and organize resources to supply human needs for at least three days. This plan is coordinated by the plant manager of the Abbey. The Dean of Students and his Assistant Dean lead the efforts of those involved in the school.

The plan is made up of teams who each have a specific task to carry out. Upon the event of a major emergency, every team leader should meet at the command post (which is the courtyard side of Fr. Abbot’s office) before doing anything else, to coordinate and organize the team efforts. The few moments taken at the beginning to organize will in the long run make for a more effective effort.

Each team has a coordinator and an assistant. The assistant is in charge when the coordinator is not around. Each team needs to keep in contact with the command post. The command post is in charge of all personnel and will shift persons and resources to meet these needs.

5. EMERGENCY EVACUATION PLAN



6. INTRUDER DRILL

An intruder is a person in or around the school building who is not part of the St. Michael's hilltop community. The person who observes an individual in the school building who appears suspicious or out-of-place should either approach the visitor, asking for his name and purpose, or contact the Headmaster's Office for assistance.

In the event that the suspicious person appears to be intoxicated, delusional or mentally unbalanced, the individual should not be contacted directly. The individual may be observed from a safe distance while a staff/faculty member contacts our local law enforcement authorities via 911.

The person making contact with a suspicious individual who might pose a safety hazard knows that his tone and demeanor strongly influence the outcome of the crisis. Do not try to be the hero! If possible, remove yourself and those around you from the scene; go to the pre-determined "safe assembly area." Never try to disarm a person with a weapon! In the event one observes a suspicious person or intruder who appears to be armed, the alarm bell shall be sounded immediately and everyone shall respond to their pre-designated safe areas. Local law enforcement authorities shall be alerted immediately via 911.

The Headmaster or his designee will use the predetermined bell code to signal a lockdown. Common sense and discretion should prevail during the lockdown. All students are to make their way to the upstairs dorm rooms and lock their doors from the inside. All teachers are to make their way to the St. Thomas classroom and lock the door.