

# Parent Student Handbook, 2009-2010

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# Chapter 1: General Information

## 1. SCHOOL 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 High School. 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.

### 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.

### 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 scholars center their efforts on preparation 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.

### 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 participation in a community. St. Michael's fosters this character development in all areas of student life.

## 2. 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 confreres and by others who share in the Norbertine teaching apostolate.

## 3. ACCREDITATION

St. Michael's Preparatory School is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

## 4. CEEB/ACT CODE: 052273

## 5. SCHOOL SHIELD

The school shield closely parallels that of the 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 practice of “looking ahead from the vantage point of tradition” has taken its character from the educational philosophy of the Norbertine Order; it receives its spiritual moorings from the very roots of the Catholic Church itself. The “tradition” St. Michael’s seeks to embody is truly timeless. Such a tradition affords one a “vantage point” without equal. The value of this tradition is proportionate to our fidelity to it.



## 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 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 these is Fr. Martin Benzoni. Twenty years after his own high school graduation from St. Michael's Prep, 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. Such that 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 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. 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. The initials O. Praem. after each confere’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.

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# 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 mail of any such amendments. The ordinary means of this notification is the *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 and juniors 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 Prep. 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, the parents 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. A copy of this statement of acceptance is called the "Agreement and Waiver" form, and is found in the appendix of this handbook.

## 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.

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 family 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, online grading program, mails home an electronic newsletter, the abbey quarterly, and other items. 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 and written letter.

## **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.

## **9. DROP OFF AND PICK UP OF STUDENTS**

Students report to school every Sunday between 7 pm and 7:30 pm. Students arriving late will stay the following Friday afternoon until 4:30 pm. Pick up time is Friday after room inspection which is typically about 12:40 pm. Drop-off and pick-up location is exclusively in front of the school. Students should know before they return to school who will pick them up the following Friday.

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. 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 of "leave." During that compensatory weekend fees are charged and the student will work for the on-going needs of the school.

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.

Students always arrive and depart in their uniform.

## **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. 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 student to sit for quarterly or semester exams until all financial and other obligations are settled with the school.

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# 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:

<b>Religion</b>	Each year while attending St. Michael's
<b>English</b>	4 years
<b>Foreign Language (same)</b>	2 years
<b>Social Studies</b>	4 years
<b>Senior Humanities</b>	1 semester
<b>Fine Arts</b>	1 year
<b>Mathematics</b>	4 years
<b>Laboratory Sciences</b>	4 years
<b>Physical Education</b>	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 Grade Point Average (GPA).

## 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, then two courses of action follow. (1) As the senior did not have all the necessary graduation requirements, he does not participate in the Commencement Exercises. This ceremony is one of the privileges reserved to those who have met their academic and social obligations as established by the school. (2) The senior will redo the course work in an approved summer school program. Once the course work is completed, the senior receives his diploma and resumes his place with his classmates.

## 3. COURSE SEQUENCE

	<b>FRESHMAN</b>	<b>SOPHOMORE</b>	<b>JUNIOR</b>	<b>SENIOR</b>	<b>HIGHER OFFERING</b>
<b>RELIGION</b>	Catholicism	Sacred Scripture	Intro to Philosophy	Ethics and Patristics	
<b>ENGLISH</b>	Literature & Composition	World Literature	American Literature	British Literature; Senior Humanities	(H) Western Literature; English AP
<b>MATH</b>	Algebra; Geometry	Geometry; Adv. Algebra	Adv. Algebra; Precalculus	Adv. Math; Precalculus; Calculus	Calculus (BC)
<b>SCIENCE</b>	Biology	Anatomy and Physiology	Chemistry	Physics; Marine Biology	Physics AP
<b>LANGUAGE</b>	Intro to Latin Latin I	Latin I Latin II	Latin II Latin III	Latin III Latin IV	Latin V Greek
<b>HISTORY</b>	Ancient & Medieval	Modern History	US History CP-AP	US Gov't; Economics	California History; European History AP
<b>FINE ARTS</b>	Drawing I; Intermediate Chorus	Drawing II; Intermediate Chorus	Advanced Chorus	Advanced Chorus	Art History
<b>ATHLETICS</b>	P.E. Cross Country Football Soccer Baseball	P.E. Cross Country Football Soccer Baseball	Cross Country Football Soccer Baseball	Cross Country Football Soccer Baseball	

#### 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 give daily assignments. The typical student, working diligently, should be able to complete the daily assignment within 30-40 minutes per class. Within this time frame are reports, map work, projects done outside of class, etc. There are 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 and have proper punctuation. Clearly title all work 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 an absence, it is the student's personal responsibility to see his teachers about making up all work he missed. It is the responsibility of the student to turn in all work and to request any exam on his own.

## **5. PLAGIARISM, HOMEWORK COPYING, CHEATING**

Plagiarism (taking ideas, writings, etc. from someone else and presenting them as one's own) and homework copying are placed in the same category as test cheating. Any student using material copied from an Internet source under the guise of his own name is cheating. Students have a moral responsibility to themselves and others to work honestly. The consequences for cheating and/or plagiarism are progressive. For the first offence the student receives a "0" and a letter home. The second offence adds a conference with the parents and the loss during that academic year of all co-curricular and extra-curricular privileges and positions. The third offense is sufficient reason for expulsion from school. The record of these offenses accumulate 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**

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 computer abuse 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 not be limited to) suspension of privileges. All on-campus computers are monitored to assure compliance with school policy.

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.

## **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 faculty, 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.

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 weights approximately 10% of the quarter grade. Oral exams provide the students the chance 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.

A student whose achievement is not satisfactory ("C-," "D," "F" or has dropped more than one letter grade from the last grading period) receives a Progress Report. Such progress reports are sent collated from the online grading program at approximately the midpoint of every academic quarter. Any student who receives an unsatisfactory Progress Report is placed on the Weekly Progress Report list and remains with a weekly Progress Report until the next formal evaluation period. The goal is to alert the student in academic difficulty so that he may improve his study

habits and seek help from the available sources on campus. At these times, parental support is also an effective means to assist their son in his renewed academic focus.

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.

<b>A+</b>	98-100	<b>B+</b>	88-89	<b>C+</b>	78-79	<b>D+</b>	68-69	<b>F</b>	0-64 No Credit
<b>A</b>	94-97	<b>B</b>	84-86	<b>C</b>	74-76	<b>D</b>	66-67		
<b>A-</b>	90-93	<b>B-</b>	80-83	<b>C-</b>	70-73	<b>D-</b>	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. Each teacher states his/her policy at the beginning of the school year.

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, at a local school, or with a competent tutor. To properly evaluate the summer work, the student must submit a summer school transcript and a portfolio of work completed during the summer course. 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. The student who earns two or more grades below “C” in the same semester or in combination with the next semester, seriously jeopardizes his ability to return to St. Michael’s.

## **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. The more common Honor Roll GPA is the 100-point scale which parents and students read on the school's electronic grading program. 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.

## **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.

St. Michael's uses a 4-point scale to record student achievement on the permanent record. There is no plus or minus (+ or -) on the permanent record. This GPA officially represents the student to other institutions. This GPA is distinct from the quarter report card which uses a 100 point scale.

Transferable 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.

## **14. COLLEGE COUNSELING**

All St. Michael's students plan on going to college. 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), the ACT, and two SAT Subject Tests (formerly called SAT II). Students and parents are made aware of testing dates and registration deadlines through parent meetings and reminder emails. In preparation for the SAT, all 9th, 10th, and 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. 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: National Greek Exam and National Latin Exam.

Advisement regarding college choice and financial aid: 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. Each junior and senior is given a customized "handbook" of relevant information. Group advisement is done as needed. Juniors and seniors go together on a formal visit and tour of a local college, 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 college file and scholarship notebook available in the school library.

Support throughout the college process: St. Michael's College Counselor is available by email (gloriaryan@StMichaelsPrep.org), voicemail (949-858-0222 x 319), and/or face-to-face appointments to 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 encouraged to attend.

## **15. HONOR ROLL PRIVILEGES**

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

Students who enjoy First Honors (94%-100% grade point average) will be treated by the administration to an off campus dinner once a quarter.

They may also may bring their own computer and printer to school to use at their own desk. Personal computers are stored in the school office, checked out by the roomleader at 6:00 pm, and returned at 9:45 pm.

During the evening recreation period from 6:00 to 7:00, students on First Honors may play games on their computers, as long as the content of the game does not offend Catholic moral teaching. Watching films or any entertainment shows on one's computer is strictly forbidden to all students at all times.

If a student plays computer games after the evening recreation, that computer will be confiscated for two weeks with a donation to the mission funds of \$100. If any student assumes computer privileges that are not his, that computer will be confiscated for two weeks with a donation to the mission funds of \$100. If any student watches a film or any other entertainment show on a computer, that computer will be confiscated for two weeks with a donation to the mission funds of \$100. For this reason, students are strongly encouraged to place passwords on their computers to prevent others from unauthorized use. Ipods used as movie-watching devices on campus will be confiscated for two weeks and may only be redeemed with donation to the mission funds of \$100. All these infractions negatively impact the student's conduct grade, 10 points "off the top."

Roomleaders may also enjoy this privilege throughout the week at the First Honors level if they have maintained at least an 88% with no "D" or "F". Recreational use of the computer (games, etc.) is likewise determined by this scale.

At no time does the school assume liability for loss and/or damage of the computer (hardware, software, information) or the radio (CD player, iPod™).



# 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. There is no special alumni privilege to visit brothers or relatives.

## 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. Class begins with prayer.

Students must bring all necessary materials to class every day. Some section for notes is required in every academic class. These, together with all pertinent notes, constitute a "standing homework assignment" which is checked periodically and for which the student is responsible.

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 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. A doctor's certificate is required when returning to school after more than three days' absence or if not returning on time after long weekends or holiday breaks. The only excused absences are: bona fide illness, college visit, court appearance, funeral, and quarantine.

For each day a student is away from school with an unexcused absence, he works a weekend. Regular weekend fees are charged. This regulation applies even when the parents notify the school in advance of the absence itself.

## 5. STUDY DETENTION

Students may forfeit their evening free time periods when they have a grade of 73% or less in any class until the next progress report proves the grade to be satisfactory, or when they fail to complete their homework properly, or when their academic work is unsatisfactory. 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 over the weekend to study. Weekend fees are charged. If academic performance is chronically unsatisfactory, a student may be required to withdraw.

## **6. CONDUCT GRADES**

Conduct grades are given each quarter. The formula used to calculate a conduct grade is the following: RoomGrade - Demerit Deduction + V.I.P points.

RoomGrade: The RoomGrade is the average of the “RoomCheck” grade and the “RoomJob” grade. Each dorm room is inspected daily for order and cleanliness, and the room is then given a weekly “RoomCheck” grade. Each room is also given a weekly “RoomJob” grade based upon the thoroughness of completing an assigned evening cleaning job (e.g. vacuuming the dorm hallway). Each occupant in a given room receives the same RoomGrade.

Demerit Deduction: Conduct Demerits and Detentions are described in section 7 below. With regard to the conduct grade, the Dean will determine the exact deduction to be made for demerits received by a student in a given quarter. Factors considered include the number, gravity and frequency of the demerits.

V.I.P. Points: (V.I.P.=Virtue Incentive Program). For charitable deeds done for fellow students and for the school, students may be nominated to receive VIP points. The nomination may be made by teachers, administrators, or student leaders. The determination of how many VIP points to be awarded will be determined by the Dean of Students. VIP points do not take the place of “school service hours,” i.e. ordinary labor that each student is expected to contribute each quarter to projects like school thank you notes, home athletic events, Open House events, etc.

A student’s conduct grade, as his academic grades, is available online by means of the school’s internet-based grading program.

## **7. 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 vary in amounts from 5 to 100 points, with the exact penalty for each offense being determined by the Dean of Students. If a student receives 100 demerit points in a given week, he must serve a weekend detention at the school. During the detention time, students contribute their labor to advance an identified goal of the school. Their work must meet the pre-identified standards of the work supervisor. Detentions must be served within the same quarter relative to the offenses committed. When a detention obligation conflicts with family plans and/or flight arrangements, a student may request a change of date.

## **8. BEHAVIOR CONTRACTS**

There are occasions when a student’s behavior would merit the writing of an explicit contract. Many of these offenses are listed in the later sections of suspension, withdrawal, and dismissal. Contracts do vary in length of obligation. There are consequences for being “on contract.” Moreover, a contract potentially impacts an invitation for returning to the school and, if returning, any student who had begun a contract within one semester of a new academic year must pay the tuition IN FULL before being permitted to return for the next school year.

## **9. 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.

## **10. 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.

## **11. 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 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.

## **12. 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 good will 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.

## **13. 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 world wide web, 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.

## 14. 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 on-going 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 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.

## 15. DISMISSAL

Dismissal constitutes permanent, recorded removal of a student from St. Michael's Prep. 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 Prep.
- 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.

## **16. DISCIPLINE REVIEW BOARD**

A Discipline Review Board is called for consultation when those student offenses could conclude with a decision for dismissal. The Board is composed of an odd number of persons (ideally 5) who called together on an ad hoc basis and would typically include the dean, assistant dean, and several faculty members. Any appeal of the Board's decision must be written and submitted within a two-week time frame to the headmaster whose decision will be final.

## **17. 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.

## **18. 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 have at any time on campus.

## **19. 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.

## **20. 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 cataloguing.
- 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.

## **21. 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 or 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 an upperclassman roomleader acts as "lifeguard."

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. The only students who may open the pool are upperclassmen who are roomleaders certified in CPR and First Aid training. He acts as the lifeguard. The same person who opened the pool is responsible for all actions of the others and he must clean up the pool area afterwards. If a class wishes to reserve the pool for its own use, it must be arranged with the administration.

## **22. 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 board and his skateboarding privilege for the length of one semester.

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# 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 coin-operated washer and dryer are provided for the use of the students. A prerequisite of dressing neatly is daily attention to oral and personal hygiene. The important thing about hair is that it is 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 Prep;
- Pressed, charcoal gray dress trousers with a dark dress belt;
- White, long sleeve, dress shirt with a white, logo-free, crew-neck T-shirt underneath; white, short-sleeve, dress shirts may be worn during the warmer seasons;
- 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 are 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, logo-free, gym shorts for Physical Education. The top is a white P.E. T-shirt with the school name. These must be purchased from the school. A white, logo-free T-shirt 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.

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 <sup>1</sup> <input type="checkbox"/> pillow <input type="checkbox"/> pillowcase <input type="checkbox"/> fitted sheet <sup>1</sup> <input type="checkbox"/> towels <input type="checkbox"/> laundry bag	<input type="checkbox"/> uniform <input type="checkbox"/> handkerchiefs <input type="checkbox"/> bathrobe <input type="checkbox"/> shower slippers <input type="checkbox"/> sleeping clothes <input type="checkbox"/> work/play clothes <input type="checkbox"/> work/play shoes <input type="checkbox"/> swim suit <input type="checkbox"/> sweater <sup>2</sup>
TOILETRIES	MISCELLANEOUS
<input type="checkbox"/> soap/shampoo <input type="checkbox"/> deodorant <input type="checkbox"/> toothbrush/toothpaste <input type="checkbox"/> retainer & case <input type="checkbox"/> shaving kit <input type="checkbox"/> comb or brush <input type="checkbox"/> Kleenex™ <input type="checkbox"/> Q-Tips™ <input type="checkbox"/> nail clippers <input type="checkbox"/> Chapstick™	<input type="checkbox"/> drinking cup/mug <input type="checkbox"/> bowl/fork & spoon <input type="checkbox"/> shoe polish <input type="checkbox"/> black dress shoelaces <input type="checkbox"/> rosary <input type="checkbox"/> 8 hangers <input type="checkbox"/> laundry soap <input type="checkbox"/> family picture <input type="checkbox"/> glasses or contacts <input type="checkbox"/> storage containers <sup>3</sup>

<input type="checkbox"/> vitamins	<input type="checkbox"/> school supplies <sup>4</sup>
<input type="checkbox"/> Band-Aids™	

**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.

<sup>1</sup> for a twin bed

<sup>2</sup> Collarless cardigan or v-neck, dark grey or navy blue

<sup>3</sup> Snack foods are kept safe and fresh when they are stored in air-tight, plastic containers with lids.

<sup>4</sup> 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 prep 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 prep 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.

When a student has acted inappropriately resulting in a behavior contract within one semester of a new academic year, one of the obligations the family assumes is to pay the tuition IN FULL before being permitted to return for the next school year.

If the 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 typically 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 5<sup>th</sup> receive a tuition discounted by 3% applied to the balance after deducting the Nonrefundable Tuition Deposit. Those families who chose monthly payments begin these 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, money order, MasterCard, Visa, American Express.

There are circumstances when payment options are restricted to payment in full without discount. These are typically: for international students, students who enter the school year "on probation," 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. These scholarships require the recipient to earn a place on the Honor Roll each academic quarter. Likewise, the young man must maintain a minimum of "A" (90%) for conduct. All scholarships are renewed annually.

Failure to meet one or more of these minimum standards automatically places the student "on 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 scholarship. All things being equal, this forfeiture will require either paying the full tuition on a pro-rated basis or leaving the school.

All families whose sons receive financial aid must arrange to have the balance managed by [FACTS](#), a tuition management company that uses an automatic bank payment plan. The total amount for which the family is responsible is divided into ten monthly payments, payable the 5<sup>th</sup> of each month beginning July 5. The monthly tuition payment plan has a small annual fee. Be aware that electronic payments are made very early in the day.

## **5. WEEKENDS**

Students staying over the weekend are charged for each weekend. Students who are required to remain all or some part of the weekend due to a school-sponsored event or competition pay a pro-rated weekend fee.

## **6. ADDITIONAL COSTS**

Tuition, fees and weekend charges do not include the following:

- Application fee
- Annual Giving Program
- Books
- Doctor/Hospital visits
- Graduation fee
- Insurance fees
- Laundry
- Outings
- PE uniform
- School supplies
- Sports participation fees
- Student fees
- Uniform tie and emblem
- Vantage Point Gala

Throughout the year the student has the ability to charge his account with a number of discretionary costs. Funding for these incidental charges come from a student deposit which families maintain for their sons. The student deposit defrays costs 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 school may request that the deposit balance is increased.

When the school chauffeurs a student to his appointment (to the train station, doctor's or dentist's, for example), the family pays for time and mileage.

## **7. INVESTMENT OPTIONS**

St. Michael's seeks to provide an excellent education while maintaining as low a cost as possible. A part of this strategy includes inviting families and friends to support the school in addition to its required fees, two of which are the Annual Giving Program and Vantage Point Gala. Any monetary support over and above required fees are tax deductible to the full extent allowed by U.S. law. Likewise, families share their time and talents in projects for the benefit of the school. For example, parents participate in the Gala and students perform daily and routine maintenance jobs on campus. This kind of involvement is one factor which enables St. Michael's to keep costs well below the national average for boarding schools of its caliber.

The school is a 501c3, non-profit California corporation.

## **8. 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.

## **9. PAYMENT OF BILLS**

A monthly statement is sent out for the incidentals from the previous month by the school business officer. There is no separate bill for those payments which are due upon the opening of the school. Checks should be made payable to *St. Michael's Preparatory School* and must be at the school on or before the fifth of each month. They should be sent by mail or paid at the Parents' Meeting to the designated treasurer.

## **10. DELINQUENCY**

If a bill is not paid by the fifth of the month, there is an administrative fee of 18% (1.5% monthly) of the outstanding balance.

No student may sit for his semester or quarter exams without all of his financial obligations being current. Moreover, other important transactions are dependent upon settling all financial obligations with the school including the return of library books and other Prep School property.

Consistent delinquency in paying bills does influence subsequent options regarding payment obligations to the school.

## **11. 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.

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# Chapter 7: Life at St Michael's

## 1. ORDER OF THE DAY

Daily:	
6:30 a.m.	Rise and Room Inspection
6:50 a.m.	Flag Salute
7:00 a.m.	Holy Mass and Morning Prayers
8:00 a.m.	Breakfast
8:30 a.m.	Morning Classes and Study
10:55 p.m.	Angelus and Lunch
11:30 p.m.	Afternoon Classes
2:30 p.m.	Afternoon Free Time (Sports; Study)
5:30 p.m.	Supper
6:00 p.m.	Recreation and Evening Study
8:00 p.m.	Night Prayers and Holy Hour; Confession available
8:45 p.m.	Chores
9:00 p.m.	Evening Study Period
10:00 p.m.	Quiet Study or Sleep
Sunday Evening:	
7:00 – 7:30 p.m.	Return to school (arranging of beds, etc.)
7:30 p.m.	All-school Meeting
8:00 p.m.	Night Prayers and Holy Hour; Confession available
9:00 p.m.	Study
10:00 p.m.	Quiet Study or Sleep

## 2. A TYPICAL SCHOOL DAY AT ST. MICHAEL'S

The following description of the day illustrates how the principles of St. Michael's Prep are put into practice in the boarding school environment.

Students rise at 6:30, tidy up their rooms and, when ready, go outside, say a pledge to both the flag and the cross, then head over to the church for the Mass and Morning Offering. Once finished in the church, the students go to the refectory to eat their breakfast, in silence. After the prayer before the meal, students are free to stay and eat or to go and prepare for classes.

At 8:20 a bell rings, warning the students that they need to be in class or sitting at their desks in four minutes. From this time until 10:50, students are expected either to be in class or to be in quiet study in their rooms.

At 10:55, the students gather in the church for the Angelus, then go back to the refectory for lunch. Unlike breakfast, conversation is permitted and all are dismissed from lunch together. After lunch, students return to their classes until 2:30.

After classes until 5:30 there is time which may be spent studying, exercising and recreating, or practicing a team sport.

Towards the end of free time, students may take showers and need to be back in their uniforms for dinner at 5:30.

For those students who do not have class or study detention, there is another free time from 6:00 until 6:50 which may be spent studying, exercising and recreating, checking email or making phone calls. Those who are in study detention must spend the time studying at their desks.

At 8:00 the students return to the church to conclude their day with Night Prayers and Holy Hour. During this time students say prayers in common with the priests and have time for silent prayer and/or confession.

At 8:40 students return from Holy Hour and do their room jobs. From 9:00 until 10:00 there is a study period during which students are studying either in the library or at their desks.

### **3. 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. This includes extended standing at doors or windows, or talking across the hallway or out of windows. Students are not to be called out of their rooms or disturbed from their studies.

### **4. MUSIC**

All students may listen to music in their rooms, whether on ipods or cd players or computers, as long as headphones are used so that the music is not audible to others lest they be disturbed in their studies. Ipods and cd players must not be seen outside student rooms. All students must always use earphones or headphones, even during recreation. 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.

### **5. TELEPHONE CALLS**

The School supplies a phone for student use during recreation periods, provided the student has purchased the necessary phone card.

Students who possess cell phones may bring them to school and store them in the school office. They are then picked up, distributed nightly at 6:00 by the roomleaders, and returned at 9:45. Charging the cell phone is the responsibility of the student during that time.

Unauthorized use of cell phones outside these times, or during this period while at Holy Hour or class, will result in the confiscation of the cell phone for the duration of a semester. School authorities may check cell phone log for date and time of calls and texting to help determine compliance to these standards.

## **6. MAIL**

As a rule of thumb, parents should communicate with their son by mail. Written messages provide the specificity and clarity that a quick phone message cannot. 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 mail.

## **7. SCHOOL MAINTENANCE**

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

## **8. SEMINARIANS AND PRIESTS**

St. Michael's Prep 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 Prep 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.

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# 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 the roomleaders to confirm the safety and care of the student body.

This office requires the additional qualification that he be a roomleader 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 roomleaders in fulfilling their responsibilities. He shares the responsibility for maintaining order in student activities with the student body president.

### • 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 Junior Class President is responsible for the reception that honors the seniors and their parents at the end of the academic year.

### • THE ROOMLEADERS

Roomleadership is an office of leadership and service. Roomleaders, 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 the flag salute.
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 obtains and returns cell phones and computers of his own and his roommates at the appropriate times;
  - f. He reports to the dean those students who are sick;
  - g. He reports to the evening administrator the attendance of his roommates at dinner;
  - h. He is responsible for the safety and care of his roommates during any emergency (fire or earthquake).

Qualifications:

Roomleaders 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 roomleader 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;
- a 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;
- certified in adult CPR and first aid.

Privileges:

Roomleaders on Second Honors also enjoy the First Honors Privilege of being able to use a personal computer in their room. Once a quarter there will be an evening on which a movie will be shown solely for the roomleaders.

Removal:

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

## 4. 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 first ballot for their candidates. The two or three with the most votes are nominated unless one person receives a “two-thirds plus one” majority on the first ballot. The candidate wins the following ballot with a simple majority.

## **5. ELECTORS**

The electors of the student body president and the student body vice president 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.

## **6. SEQUENCE OF ELECTIONS**

1. Student Body President
2. Student Body Vice President
3. Class Presidents

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. Appointments to offices also take place at this time. In contrast, the freshman president is elected in the second quarter.

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# 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, student 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 and be logo free.

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.

A coin-operated 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 on Study Detention do not participate in weekend outings. Nor do they have Honor Roll privileges even if they are on the Honor Roll.

At the weekly meeting on Sunday, students sign up who intend to stay the following weekend.

## 3. WEEKEND INVITATIONS

Weekenders may be invited to spend a weekend with their fellow students. This invitation must be in writing, signed by the inviting parent, and must state all of the following:

- The inviting parents will be at home that weekend.
- The entire weekend will be spent with the inviting family, and not at someone else's house, or away from the inviting parents care.
- There will be no riding in a car driven by a minor (under 21 years of age) unless the parents of the weekender sign a statement waiving all responsibility of the school in case of accident.
- The inviting family will take all responsibility for the behavior, associations, curfew observance, etc. of the invited student.
- The student's Sunday obligation will be guaranteed by the parents taking the students to Mass, not just sending them off to church.

This letter is to be received by the headmaster no later than Sunday night prior to the weekend of the invitation. In addition, the parents of the weekender must have on file at the school a general or particular permission in writing before their son may accept a weekend invitation.

#### **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. Earliest reasonable departure time for flights from Orange County (John Wayne/Santa Ana) Airport is 3:00 pm. Returning flights should land at Orange County Airport around 5:30 pm and thus allowing sufficient time to arrive at school by the 7:30 pm requirement. The school also has information about private ground carrier(s) who could drive the traveler back to school. There are occasions when students are welcome to leave earlier (e.g. Thanksgiving Weekend) or are required to stay later (e.g. Good Friday). For these occasions departure and return times need special attention. All such special events are clearly listed in the calendar of the school which is online: <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 arranges 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.

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# 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. CALIFORNIA SCHOLARSHIP FEDERATION

The California Scholarship Federation (CSF) stimulates interest and fosters pride in high standards of scholarship, encouraging further education for highly qualified young people. In its purpose and organization, the Federation is ideally fitted to contribute to the nation-wide effort to identify, motivate, and encourage students with intellectual ability. Its emphasis upon service seeks to develop unselfish and creative use of these abilities.

Individual membership in St. Michael's chapter 921s is based on academic grades earned each semester, and on citizenship. Membership is for one semester. Members of the CSF are sophomores, juniors and seniors. Life members (Sealbearers) are semester members who qualify for chapter membership for four or more semesters in the last three years of high school, one semester being in the senior year. These students are eligible to receive Sealbearer Scholarships. The Federation Chapter Seal is affixed to their diploma, permanent record, and transcript.

A minimum of 10 points is required for membership (A=3, B=1, C=0, D or F disqualifies), and only academic subjects are used in computing these points. All courses beyond five are not counted in computing points.

## 3. NATIONAL HONOR SOCIETY

The objectives of the National Honor Society (NHS) at St. Michael's Prep 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.

The Honor Society Representative makes sure that the honor students set the best example not only in academic areas, but also in spiritual and disciplinary matters. He is elected by members of the National Honor Society and represents the views of all the honor students. He calls meetings as needed and organizes the NHS members to assist those students who receive weekly Progress Reports. Moreover, he leads the vital task of coordinating the tutoring for all students needing peer academic help.

## 4. VANTAGE

The yearbook of St. Michael's Prep, Vantage, captures the events and spirit of the school year. The yearbook is a historical document, a memory book, and a school profile. The yearbook is the record of the people, values, events, and places that make an academic year significant for those who participated in them as well as those who care for the school. It offers the school and its students the opportunity to explain itself to the outside world and future generations using visual, graphic, and written media.

## 5. THE ST. MICHAEL MESSENGER

Several pages in the Abbey's quarterly newsletter are dedicated to St. Michael's Preparatory School, its students and alumni. Current students submit articles for publication. This forum is a good instrument to promote interest in the school among perspective students, the parents, benefactors, and alumni.

## 6. ORANGE COUNTY SPEECH LEAGUE

The Orange County Speech League (OCSL) is a competitive organization for high school students intended to promote skills in the areas of speech and debate. The school's chapter number in the National Forensic League is A2220. There are many different speech events from which a student competitor may choose: Student Congress, Lincoln-Douglas debate, Original Oratory, etc. Tournament competitions against representatives from other high schools are held at various times throughout the academic year. Any upperclassman or sophomore on the second honor roll may participate, if he can diligently handle the extra work.

## 7. 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. All clubs are informal; the size of the school prevents otherwise. 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. All clubs begin with a probationary period. Participation in a student club is a commendable extra-curricular activity that may be listed on college applications, job resumes, and other places.

## 8. 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. At least one of the parents (preferably both) of those students who go home twice or more a month should attend.

The League has the following officers:

- **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.
- **Gala Liaison.** One member of the Parent League sits on the Vantage Point Gala Committee and act as liaison between the Parents and Committee for the Gala. This person attends Gala Committee meetings, including the post-event meeting as well as work with the Gala Coordinator and Parent League President in organizing the parent volunteers before, during and after the event.

- **Welcome Committee Chair.** This Chair works with the school’s outreach effort in extending hospitality to families who are new to St. Michael’s. Together with other parents, the Chair provides support for families who are new to the school by answering questions, offering advice, and guiding new parents into new friendships with other St. Michael’s parents.
- **Parent Lunch Coordinator.** This parent arranges for the necessary personnel and food for the various monthly lunches sponsored by the League.
- **President Elect.** The president elect, in the absence or the request of the president, performs the president’s duties. However, the primary duty of the president elect is to learn the process which guides effective parent/school relationships.

These offices are held for terms 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.

As a united body the League sponsors several important activities annually the most important is our Vantage Point Gala. Active personal and financial participation in the events leading up to and on the day have different aspects. This assistance is not an option but an obligation and is part of the fees that are due. This arrangement is necessary because St. Michael’s is entirely self-supporting. Active participation is understood as volunteering for, or accepting assignment to, one of the various committees that constitute the working body of the entire Gala. Members who do not actively participate up to and on the day of the Gala are assessed a fee that represents their contribution to the day.

## 9. 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. “Honorary members” (HA) are those who did not attend St. Michael’s yet contributed to the school’s well-being in a significant manner.

The Alumni Association meets annually on Alumni Day as noted on the School Calendar which also lists the significant dates (birth, spouse’s birth, wedding, etc.) of all members.

# Chapter 11: Athletics

## 1. INTRODUCTION

St. Michael's Prep 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 a healthy and well-balanced youth. The school believes 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 P.E. Physical Education 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 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 go 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.

A student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period of one quarter. St. Michael's follows the criteria for continuing eligibility in the same CIF Blue Book.

A student who does not meet the above 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, he must play 50% of the season. Qualifying for an athletic letter in Cross Country is determined by how the runner finished each race.

Eligibility and/or probation begins (or ends) when the headmaster, through the athletic director, posts the list of eligible athletes.

#### **5. HOMESCHOOL STUDENTS**

High schools are academic institutions, and any extra-curricular activity, such as sports, serves its educational program. The educational mission of St. Michael's is to serve college-bound young men of high school age in a boarding setting. The officials of CIF (Southern Section) reworked Rule 304 to "Students who are enrolled in home schooling or home study programs are not eligible to participate in CIF competition." In order to fulfill the requirements and goals of CIF, to be fair to our enrolled students, the other schools in our league, and maximize our limited resources, St. Michael's does not accept non-boarding homeschooling students on its teams. Students who wish to play in our athletic program should enroll in our prep school as boarding students.

## **5. PAPERWORK**

The following paperwork must be submitted to the athletic director before the athlete may participate in any form of conditioning or practice:

- Athletic Agreement
- Medical release which can be the annual physical or statement of a medical practitioner.
- Football players who are 14 years old must have an additional note signed by the doctor that he may play varsity football. The parent/guardian must also sign the same note and, thus, reaffirm their permission.

## **6. ANNUAL PHYSICAL**

The CIF requires that an annual physical examination or a statement by a medical practitioner. This certifies that the student is physically fit to participate in athletics 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 athletic director. No student will be admitted to the athletic program prior to submitting the 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 doctor's examination required for entry into St. Michael's does meet this obligation for the student's first 12 months.

## **7. INJURIES AND ACCIDENTS**

Injuries and accidents are a risk in any sport. Report all injuries/accidents to the coach who is responsible to put 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. Additionally, most athletes enjoy an off-campus meal on game days. 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 equipment or uniforms which 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.

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 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 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.

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# 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 or 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 roomleaders 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 roomleader by the flag pole area, not 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 roomleader 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 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, roomleaders 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 roomleaders 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.

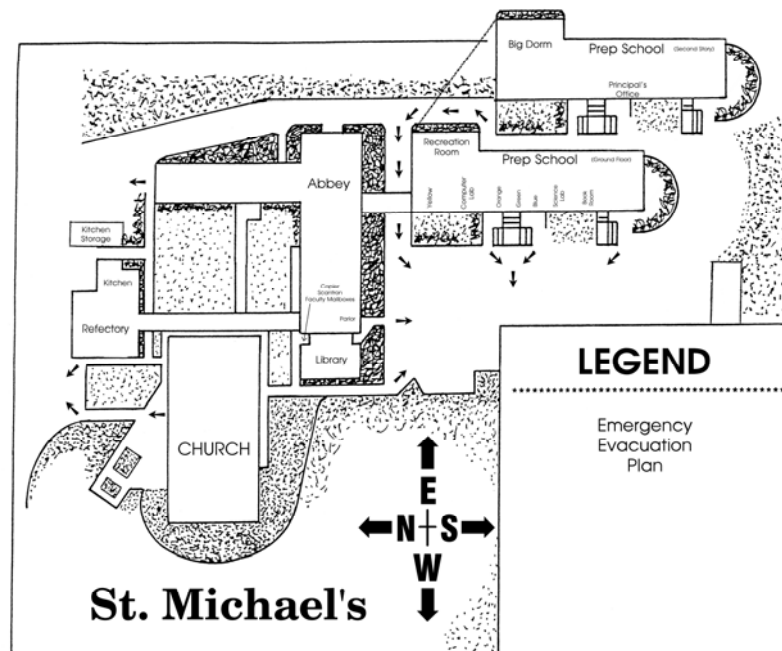
In the case of a major earthquake disaster, the Emergency Earthquake Plan will be activated. This plan is designed to provide fast, efficient help to those who are trapped or injured, secure the plant from further damage, and organize resources to supply human needs for at least three days. This plan 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 should contact the headmaster’s office for assistance.

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.

The headmaster or his designee will use the predetermined bell code to signal a lockdown. Common sense and discretion should prevail during the lockdown. Students in their dorm rooms will lock their doors from the inside and find safety under the bottom bunks. Those in the classrooms will close doors and move below windows for their safety. As soon as safely possible, those in the classrooms move to the pre-determined "safe assembly area" which was indicated by the initial bell code. The student body president with the help of the available roomleaders takes roll and keeps everyone calm and orderly.

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# Appendix

## Agreement and Waiver

We have carefully read the fee schedule and the Parent-Student Handbook, which sets out the philosophy, policies, and regulations of this school. We acknowledge the school may, at its discretion, amend its rules and standards from time to time. We support, in spirit and in fact, the philosophy and expectations of St. Michael's Preparatory School as set forth or implied in the Parent-Student Handbook and/or other materials. We agree to abide by them without any reservation.

We understand that St. Michael's Preparatory School ("St. Michael's") prepares a school calendar for every school year, which sets out the schedule of dates during each school year which each student must follow. We accept and will follow the school calendar. This includes the picking up and returning of students at the set times, and not extending vacations or weekends by leaving earlier or returning later than as stated in the calendar.

We hereby give our permission to St. Michael's to use photographs and other images of our son and of ourselves as well as to use written materials, in whole or in part, or to summarize the contents of such materials in promotionals of the school.

We, the undersigned, do hereby knowingly waive our rights under the Family Educational Rights and Privacy Act (20 USC 1232g) to have the grades and test results of our son forwarded to us, to any educational institution or any other agency, if outstanding tuition or other bills have not yet been paid.

We understand and accept the school policy of tuition and fees. We understand and accept that if our son is withdrawn or dismissed, regardless of the reason, the school prorates tuition and fees by semester.

If a bill is not paid by the fifth of the month, there is an administrative fee of 18% (1.5% monthly) of the outstanding balance. In case of default, we agree to pay all collection costs, including late charges and attorney's fees.

We understand that there are circumstances under which students leave St. Michael's school grounds for school and/or weekend functions, such as sporting events and field trips. We consent that our son, a full-time boarding student, leave St. Michael's school grounds for such school and/or weekend functions.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Annual Physical

Student's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of birth: \_\_\_\_\_ (mm/dd/yy) Grade:  9  10  11  12

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Emergency Phone: (\_\_\_\_\_) \_\_\_\_\_

I give permission for this screening evaluation. Additionally, I give my consent for the above named student to compete in sports and to go with a representative of the school on any trips. We understand that while the risk of serious injury is low, a serious injury or death can occur as a result of participation.

signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Physician's Examination

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Tuberculin Test (must be PPD Mantoux) \_\_\_\_\_ mm Date: \_\_\_\_\_

	Normal	Abnormal		Normal	Abnormal
Head	<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>
Nose & Sinuses	<input type="checkbox"/>	<input type="checkbox"/>	Endocrine System	<input type="checkbox"/>	<input type="checkbox"/>
Mouth	<input type="checkbox"/>	<input type="checkbox"/>	Genitalia	<input type="checkbox"/>	<input type="checkbox"/>
Ears	<input type="checkbox"/>	<input type="checkbox"/>	Extremities	<input type="checkbox"/>	<input type="checkbox"/>
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	Feet	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	Spine	<input type="checkbox"/>	<input type="checkbox"/>
Lungs & Chest	<input type="checkbox"/>	<input type="checkbox"/>	Skin/Lymphatics	<input type="checkbox"/>	<input type="checkbox"/>
Heart	<input type="checkbox"/>	<input type="checkbox"/>	Neurologic	<input type="checkbox"/>	<input type="checkbox"/>

## Physician's List of Common Medications For Student Use

	Yes	No
Cold Syrup (Day-Time)	<input type="checkbox"/>	<input type="checkbox"/>
Cold Syrup (Night Time)	<input type="checkbox"/>	<input type="checkbox"/>
Ibuprofin (Advil)	<input type="checkbox"/>	<input type="checkbox"/>
Acetaminophen (Tylenol)	<input type="checkbox"/>	<input type="checkbox"/>
Pseudoephedrine (Sudafed)	<input type="checkbox"/>	<input type="checkbox"/>
Cough Syrup (Robitussin)	<input type="checkbox"/>	<input type="checkbox"/>
Cough Drops (Halls)	<input type="checkbox"/>	<input type="checkbox"/>
Antacid (Mylanta Roloids)	<input type="checkbox"/>	<input type="checkbox"/>
Pink Bismuth	<input type="checkbox"/>	<input type="checkbox"/>
Eye Wash (Visine)	<input type="checkbox"/>	<input type="checkbox"/>

Medication student is presently taking or bringing to school: \_\_\_\_\_

Recommended Classification **Yes No**

Unlimited Activity (all sports)

Restricted Activity (explain) \_\_\_\_\_

Physician's Stamp

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

## Authorization To Treat A Minor

I (we) the undersigned parents or legal guardians of the minor named above do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act of a Dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his best judgement may deem advisable. It is understood that effort shall be made to contact the parent or guardian listed above as "parent" prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the person cannot be reached.

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# Athletic Agreement

Please carefully read and legibly sign the form below. This represents your understanding of and agreement with St. Michael's athletics' policy. This form must be returned to the Athletic Director before practicing or taking part in any sport.

We give our consent that our son, \_\_\_\_\_, may  
(Print Student's First and Last Name)  
participate in inter-scholastics sports, representing St. Michael's Preparatory School, for the academic year.

We understand that the school will attempt to provide reasonable supervision for our son. However, we understand that injuries can occur. We have sufficient insurance to cover all possible injuries. We are able to document our insurance coverage upon request.

In consideration for providing the opportunity to participate in inter-scholastic sports, we hereby release and save harmless the school, its employees, volunteers, and those connected to the properties on which the team may practice or play from any liability for any injury that our son may sustain while participating as a member of the team.

We fully realize that our son is committed to participate in all scheduled competitions at the varsity level as determined by the coach, including any that might be rescheduled. We also understand that he is expected to participate in all of the practices unless otherwise legitimately excused by the athletic director, and that missing practice without being thus excused may result in his not playing (but still attending) a future game or meet.

We understand that we, or our delegate, may drive our son to and from the competitions. We agree that our delegate must be 21 years of age or older and expressly authorized by us to transport our son. We know that our son, both going to the games or meets and returning to school after the games or meets, should be wearing his uniform or respectable athletic wear (e.g., sweat pants and a St. Michael's T-shirt). This choice is made by the athletic director after consulting with the headmaster. We also understand that St. Michael's will provide transportation to and from the competition, and that other adults (i.e. faculty members, parents) may be asked by the school to help transport the students.

We accept that our son may participate in inter-scholastic sports only if he is eligible both academically and discipline-wise. We recognize that if, during the season, our son falls below these standards he may lose his place on the Pioneer team.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Skateboarding Permission Slip

Please carefully read and legibly sign the form below. This represents your understanding of and agreement with St. Michael's revised policy. This form must be returned to the Headmaster's Office and signed by the Dean of Students before practicing or taking part in this activity.

We give our consent that our son \_\_\_\_\_,  
Print Student's First and Last Name

may skateboard at school in the areas designated by St. Michael's Preparatory School, during the academic year. As a minimum, our son will wear a protective helmet while skateboarding. Any student not abiding by the rules and regulations established by St. Michael's will lose his skateboarding privilege for the length of one semester. We understand that injuries can occur. We have sufficient insurance to cover all possible injuries. In consideration for providing this on-campus opportunity, we hereby release and save harmless the school, its employees, volunteers, and those connected to the properties from any liability for any injury that our son may sustain while skateboarding. We know that our son, even while skateboarding, will meet the school's standards for recreational clothing.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Dean of Students: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Rome Release and Agreement

I, the undersigned, an applicant for a tour arranged by St. Michael's Preparatory High School, agree to the following standards for the school trip to Rome:

1. I agree to release my school and group leaders from, and agree not to sue such persons for, any claims that I may have arising from, or in connection with, any physical or property damage that I may suffer from any cause whatsoever. Without limiting the generality of the forgoing, I release such persons from, and agree not to sue such persons for, any physical or property damage that I may suffer resulting from acts of God, war, strikes or government restriction, terrorist activities, or the acts or omissions of any other agents over which such persons have no direct control, including, without limitation, airlines, bus companies, railways, hotels, guides, and sub-contracted agents or tour operators.
2. I understand that the tariffs, or the Warsaw Convention, or both, limit the air carrier's liability for loss of, or damage to baggage or property or for death or injury to person.
3. St. Michael's shall have no responsibility for me when I am absent from Fr. Gabriel Stack, or the other adult chaperones' supervised activities, such as when shopping, visiting friends or relatives.
4. I agree to abide by the regulations and the directions of Fr. Gabriel Stack during my tour. Failure to do so may result in terminating me for the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my tour and that they may send me home at my own expense.
5. If I become ill or incapacitated, my group leaders may take any action they deem necessary for my safety and well being, including securing medical treatment (at my own expense) and transporting me home.
6. I understand that it is my responsibility to secure the necessary travel documents (e.g., passport, etc.). Failure to do so does not constitute grounds for a refund.
7. I understand that St. Michael's is not responsible for plane or hotel cancellations.
8. I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause or fail to prevent other tour members from causing to hotel rooms or buses.
9. I understand that the same reasons for dismissal listed in the school handbook are equally binding during the entirety of the tour.
10. This agreement constitutes the entire agreement between St. Michael's and me with reference to the subject matter referred to herein, and I do not rely upon any promises, inducements or agreements not herein, including but not limited to any oral statements made to me by my school or group leader. This agreement may be amended or modified only in writing and is applicable after applicant, parent/guardian, and school representative sign it.

I have completely read and fully understand the "Release and Agreement" supplied herewith, and agree to be bound hereby, and to comply therewith.

Applicant's Name (PRINTED) : \_\_\_\_\_  
(First Name) (Last Name)

Signature of applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I am the parent or legal guardian of the above (minor) applicant. I have completely read and fully understand the "Release and Agreement" as supplied herewith, and agree to be bound hereby, and to cause the above applicant to comply therewith.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of school representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Sample Letter for a Weekend Invitation

Date

Dear Father,

We have already contacted his parents and would like to invite \_\_\_\_\_  
for the weekend of \_\_\_\_\_.

Both parents will be home and we will be the sole drivers of our guest.

The entire weekend will be spent with us. Our family usually attends the \_\_\_\_\_ Mass at our parish and  
\_\_\_\_\_ will be with us.

We accept the responsibility that the places where \_\_\_\_\_ goes and the things that he  
does while being our guest are consistent with the values and philosophy of St. Michael's Prep.

Sincerely,