

ST. MICHAEL'S ARCHANGEL INSTITUTE



Parent-Student Handbook 2026-2027

TABLE OF CONTENTS

CHAPTER 1: GENERAL INFORMATION.....	5
1. PHILOSOPHY.....	5
2. MISSION STATEMENT.....	6
3. INSTITUTE’S SHIELD.....	6
4. INSTITUTE’S COLORS.....	6
5. THE HISTORY OF ST. MICHAEL’S ABBEY.....	6
6. ST. NORBERT AND THE HISTORY OF HIS ORDER.....	7
CHAPTER 2: GENERAL POLICIES.....	9
1. INTRODUCTION.....	9
2. NORBERTINE FATHER’S RIGHT TO AMEND.....	9
3. NON-DISCRIMINATION POLICY.....	9
4. ACCEPTANCE OF NEW STUDENTS.....	9
5. STATEMENT OF ACCEPTANCE OF ST. MICHAEL’S POLICIES.....	10
6. COMMUNICATION BETWEEN SCHOOL AND HOME.....	10
7. TRANSPORTATION.....	10
8. DROP OFF AND PICK UP OF STUDENTS.....	10
9. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.....	10
10. WAIVER TO CALIFORNIA SENATE BILL 183, SECTION 10939.....	11
CHAPTER 3: ACADEMICS, GRADES & ATTENDANCE.....	12
1. CERTIFICATION REQUIREMENTS.....	12
2. CERTIFICATION POLICY.....	12
3. COURSE SEQUENCE.....	12
4. HOMEWORK.....	12
5. PLAGIARISM, HOMEWORK COPYING, CHEATING.....	13
6. TECHNOLOGY USE POLICY.....	13
7. TESTING AND GRADING.....	14
8. GRADING SCALE.....	15
9. CALCULATING SEMESTER GRADE.....	15
10. STUDENTS WHO RECEIVE A SEMESTER GRADE OF “D” OR “F”	15
CHAPTER 4: DISCIPLINE.....	16
1. INTRODUCTION.....	16
2. CLOSED CAMPUS.....	16
3. EXPECTED CLASSROOM BEHAVIOR.....	16

4. SICKNESS AND EXCUSED AND UNEXCUSED ABSENCES.....	16
5. CONDUCT DEMERITS AND DETENTION.....	16
6. HARASSMENT.....	17
7. RESOLUTION, RESTITUTION, RECONCILIATION.....	17
8. SUPERVISION, SEARCH AND SEIZURE.....	17
9. SUBSTANCE ABUSE.....	17
10. DISMISSAL.....	17
11. BORROWING, LENDING, ETC. AMONG STUDENTS.....	18
12. ITEMS STUDENTS MAY NOT HAVE AT ANY TIME.....	18
CHAPTER 5: DRESS & APPEARANCE CODE.....	19
1. INTRODUCTION.....	19
2. NEATNESS IN APPEARANCE.....	19
3. UNIFORM.....	19
4. ETIQUETTE.....	20
CHAPTER 6: FINANCES.....	21
1. INTRODUCTION.....	21
2. TUITION.....	21
3. ADDITIONAL COSTS.....	21
4. RESTITUTION FOR DAMAGE.....	21
5. DELINQUENCY.....	21
6. INSURANCE.....	21
CHAPTER 7: EMERGENCY PREPAREDNESS.....	23
1. FIRE EVACUATION PLAN.....	23
2. EARTHQUAKE PREPAREDNESS PLAN.....	23
3. EMERGENCY EVACUATION PLAN.....	24
4. INTRUDER DRILL.....	24

CHAPTER 1:

GENERAL INFORMATION

1. PHILOSOPHY

Drawing upon the success of St. Michael's Prep School and upon a tradition of over eight centuries in education, the Norbertine Fathers of St. Michael's Abbey govern and serve St. Michael's Archangel Institute. The formation of a student in the Archangel Institute integrates faith, academics, character, sonship, and brotherhood. These advantages will continue to form him throughout life, long after he has left behind his days at the Institute.

A. Integral Student Outcomes (ISOs)

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

Faith: Seeking to form "faith-filled leaders" not merely of this world, but principally, of Heaven, St. Michael's Archangel Institute exposes students to the liturgical and sacramental life of the Church. Archangel Institute students, for example, have the opportunity to go to Confession and Eucharistic Adoration every week. Students and their parents are also welcome to visit the Abbey Church and to participate with the Canons in the Liturgy of the Hours.

Academics: Unlike students in most institutes of Catholic education, Archangel students are taught the faith by men who live the faith, namely, priests and seminarians. The aforementioned faculty of priests and religious enjoy the ability to give greater attention to students since class size is intentionally limited in size. Small classrooms, a careful limitation on digital media such as internet usage, no cell phones, and the use of textbooks dispose a young man to encounter truth with his own mind.

Character: While the ultimate goal of every student in the Archangel Institute is the spiritual formation necessary to go to Heaven, the proximate goal is the well-rounded human formation necessary to sanctify the world. It is the purpose of the occasional Day of Recollection to address certain topics which will not only educate students, but also encourage them to grow in particular virtues.

Sonship: Aware that authentic Catholic manhood is best learned from the example of a good father, the Archangel Institute encourages fathers to participate in the four Days of Recollection offered throughout the academic year. It is a unique experience to be loved by a father. At St. Michael's Archangel Institute, each student finds in his own father and/or in the

Norbertine priest, a father who loves him and cares for his spiritual, physical, intellectual, emotional, and psychological well-being,

Brotherhood: At the Archangel Institute, students form a brotherhood that is deeply rooted not only in the truths of the Catholic faith, but also in the practice of chastity, and the reception of the sacraments.

2. MISSION STATEMENT

St. Michael's Archangel Institute witnesses to the fullness of the Catholic faith and teaches in fidelity to a sound Catholic intellectual tradition. The institute is exclusively for boys, grades nine through twelve, and their parents who are capable of benefiting from and contributing to its spiritual and fraternal community. The Archangel Institute is served by Norbertine priests and seminarians.

3. INSTITUTE'S SHIELD

The shield of the Archangel Institute is identical to that of St. Michael's Abbey. The wing which appears on the left represents St. Michael the Archangel, the heavenly patron of the Institute. 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 institute. This motto is taken from St. Paul's Second Letter to Timothy (2:21): "Prepared for every good work." It is the motto of the Norbertine Order and expresses the character of a true Catholic gentleman.



4. INSTITUTE'S COLORS

White, navy blue and gold.

5. THE HISTORY OF ST. MICHAEL'S ABBEY

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

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

In December 1958, Cardinal McIntyre gave his consent to the Fathers establishing their own

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

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

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

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

After more than 50 years of transforming high school boys into well prepared Catholic young men, St. Michael's Preparatory School closed its doors after the 2019-2020 school year, in anticipation of the move to the new abbey home.

To this day, St. Michael's Abbey continues to build upon the success of the former Prep School with the birth of the Archangel Institute, i.e., a faith-formation program open to young men ages 14-18 and their parents. For the sake of fostering authentic Catholic manhood among our youth, the Archangel Institute offers weekly high school-level religion courses, four Days of Recollection, and an annual father-and-son retreat.

6. ST. NORBERT AND THE HISTORY OF HIS ORDER

St. Norbert, founder of the Norbertine Order, was born of noble parents in Xanten (in what is now northern Germany) about the year 1080. His early life was characterized by a fondness for "the good life" in search of which he became a rather worldly subdeacon at the court of Henry V, Holy Roman Emperor. Norbert was a young man with many personal gifts and charms. In 1115, Norbert was thrown from his horse and nearly killed in a thunderstorm. He interpreted this as

God's invitation to repent and immediately began to lead the life of a penitent, barefoot and dressed in sheepskin. Norbert was ordained a deacon and a priest on the same day by Archbishop Frederick of Cologne. He began to travel about the countryside preaching reform of the abuses common in the Church at his time. Norbert founded a religious community in the marshy valley of Prémontré in response to the desires of Pope Calixtus II and an appeal by the bishop of Laon, France.

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

Norbert was ordained Archbishop of Magdeburg in July of 1126. This appointment forced him to relinquish the leadership of his Order to Hugh of Fosse (in present-day Belgium). Hugh was the first disciple of Norbert to persevere in this new way of life. The vast diocese of Magdeburg lay on the northeastern frontier of the German Empire and exposed its Archbishop to many assassination attempts by the corrupt clergy. As chancellor of the Holy Roman Empire and close friend of St. Bernard (dynamic abbot of the Cistercian Order), St. Norbert was instrumental in defending the rights of Pope Innocent II against the encroachments of secular princes and their antipope, Anacletus II. An ardent champion of the Roman Pontiff, Norbert even went so far as to accompany Bernard and the emperor on a military expedition to Rome in order to return Pope Innocent II to the throne. Weakened by his travels and labors, and probably by malaria contracted at Rome, Norbert returned to Magdeburg and died on June 6, 1134. After his death, the Premonstratensian (Norbertine) Order continued to flourish, spreading throughout the known world. The motto of our Order, "*Ad omne bonum opus parati*" (Prepared for every good work), expresses well the variety of apostolates in which the Norbertines engage around the world today. In all continents, the Premonstratensians perform a variety of services for the People of God. The initials O. Praem. after each confrere's name is an abbreviation of the full Latin title of this Order begun in Prémontré. Here at St. Michael's Abbey, the community has dedicated itself to the education of the young as its primary apostolate.

CHAPTER 2:

GENERAL POLICIES

1. INTRODUCTION

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

2. NORBERTINE FATHERS' RIGHT TO AMEND

In developing the policies and rules for the Archangel Institute, this handbook is written as clearly and as explicitly as possible. Nevertheless, during the academic year new and unusual situations might arise. Therefore, the Norbertine Fathers reserve the right to amend institute rules and regulations as necessary during the academic year. Parents will be promptly notified by email of any such amendments. The Norbertine Fathers are the final recourse within the institute and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. They are the final interpreter of all regulations and policies in this handbook.

3. NON-DISCRIMINATION POLICY

St. Michael's Archangel Institute 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 institute. The institute 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 institute-administered programs. Non-Catholic students are welcome and participate in the religious celebrations and rites of the institute within the guidelines established by the Catholic Church.

In those cases, where the number of applicants exceeds the number of students the institute 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 institute. New freshmen, sophomore, junior and senior students may be accepted at the beginning of each semester.

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

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

6. COMMUNICATION BETWEEN SCHOOL AND HOME

Regular contact between institute officials and parents fosters dialogue and understanding for the benefit of the individual and common good. To this end, contact with the institute administration is welcome either when picking-up or when dropping off a student or by a telephone call. Formal communication either by institute officials or by home should be established by appointment.

7. TRANSPORTATION

Transportation to and from the abbey 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 Institute. Teachers may not provide transportation for any student without the expressed permission of the Superior.

8. DROP OFF AND PICK UP OF STUDENTS

Students report to the Institute on Monday at 5:45 PM. The drop-off and pick-up location is exclusively in the main abbey parking lot. Students must always arrive and depart in their uniform. Students arriving late will receive demerits. Attendance is taken at the beginning of class at 6:00PM.

All students shall be picked up from the Archangel Institute's classes by 8 PM. In the event that a parent or guardian of a student encounters an emergency situation that delays their arrival to the abbey for class, the student may remain at the abbey until 9:00 PM and will be supervised by one of the priests or fraters. On Days of Recollection, all students shall be picked up from the abbey by 3:00 PM.

9. 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 institute 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, the Archangel Institute 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 institute with an official copy of the court order.

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 institute policy to give out such information.

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

10.WAIVER TO CALIFORNIA SENATE BILL 183, SECTION 10939

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

CHAPTER 3:

ACADEMICS, GRADES & ATTENDANCE

1. CERTIFICATION REQUIREMENTS

The Archangel Institute certificate is granted upon the completion of a course of study which includes all that is listed below. Credits are assigned to each class meeting four times a month for two academic semesters. Beginning with the freshman year, the course of study includes the following areas of study and of credit:

Mystery of Christ	1 year
Understanding Scripture	1 year
Intro to Philosophy	1 year
Marriage and Family Morals	½ year
Apologetics	½ year

2. CERTIFICATION POLICY

Students who earn less than a “C” as a semester grade in any class do not receive a certificate from the Archangel Institute until that grade is remediated. If this unfortunate circumstance arises, that student receives a blank certificate at the end of the academic year, and he must redo the course work the following year. Once the course work is completed and transcripts are received, the senior receives his certificate of completion.

3. COURSE SEQUENCE

Year 1: Mystery of Christ

Year 2: Understanding Scriptures

Year 3: Intro to Philosophy

Year 4: Marriage and Family Morals; Apologetics

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 will give weekly assignments. These may include reading, writing essays, reports, projects done outside of class, etc. Students should work on their long-range assignments (such as book reports, term papers, and compositions systematically in order to have adequate time for their weekly assignments.

Written work should be neatly presented on standard 8½ × 11 white paper, (no pages torn out from spiral notebooks). Written work should normally be completed in pen of blue or black ink or produced on the computer. Written work should always be grammatically correct, have proper punctuation, and be titled with the student's name, date, and class. Accepting late work is at the discretion of the individual teacher.

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

After a legitimate (i.e. approved) absence, it is the student's personal responsibility to e-mail his teacher about making up any work he missed.

5. PLAGIARISM, HOMEWORK COPYING, CHEATING

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

6. TECHNOLOGY USE POLICY

No student is allowed to possess a personal computer. A dispensation from this rule may be given to students who have the express written permission from their teacher. If a student brings a computer or any other such device (smart phone, tablet, etc.) to the classroom without permission of the teacher, that computer or device will be confiscated for the rest of the class and will be returned to the parent, not the student. Upon a second offense, the device will be confiscated for the rest of the semester and the parents will be notified.

The Internet is a powerful learning tool when used properly. All data passing through network resources at the Archangel Institute are not private. The I.T. department and/or administrators reserve the right to inspect data and communications across network resources at the Archangel Institute. It is within the rights of the institute 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 Archangel Institute makes it a violation to recklessly or maliciously interfere with the computer, network resources or data. The institute also upholds that

misappropriation of data or copyrighted materials may constitute theft. Internet WIFI is not available to students. St. Michael's technology policy applies to all students, faculty, and staff. The use of computers or network systems in no way exempts any member of the institute from the normal requirements of ethical or legal behavior. Student violations may result in (but may not be limited to) suspension of privileges. All on-campus computers are monitored to assure compliance with institute's policy.

In order to respect the privacy and integrity of the students of St. Michael's Archangel Institute, all students are forbidden to post images of St. Michael's, its faculty, or its students on any Internet media. The Institute 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 Institute cannot be held liable for the actions of students who deliberately contravene the institute's policies and guidelines.

Students may not possess any electronic devices (smartphones, smart watches, headphones, iPods, iPads, Kindles, etc) in class or during the Day of Recollection. Any unapproved electronic device will be confiscated and held by the institute for the remainder of the semester.

Students are allowed to use their phones only before and after class or at the end of a Day of Recollection. Any student who brings his phone to class or is caught using it outside the allowed times will have it confiscated for the rest of the semester. His parents will also be notified.

7. TESTING AND GRADING

Evaluating student progress is a primary responsibility of the Institute. 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.

Oral exams provide the students the occasion of thinking and speaking "under pressure." This skill is very important in effective communication, logical thinking, and all forms of public speaking. Oral exams also provide another medium through which student progress is effectively assessed.

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

Academic grades are certificates of achievement. They are not a system of rewards and punishment for conduct. Grading "on a curve" is not statistically valid in small classrooms. It is neither a customary nor encouraged practice at the Archangel Institute.

8. GRADING SCALE

St. Michael's Archangel Institute uses the following schedule to record students' academic achievement.

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

P (Passing): credit for having taken course.

NP (Not Passing): no credit for having taken course.

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. Students suspended from the program do not receive credit on any work due during the time of suspension.

9. CALCULATING SEMESTER GRADE

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.

10. 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 Archangel Institute for the following academic year. In order to achieve this, the student must repeat the course the following year. There are occasions when the institute's administration will require the student to take a written and/or oral competency exam in order to better evaluate his newly-strengthened academic proficiency.

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 interaction with other students. Individuals with good character augment the Christian character of the entire community. Clearly stated expectations and consequences, presenting the program'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 Archangel Institute has a closed campus policy. Students are not permitted to leave the campus or to receive any individual visitors without the permission of one of his parents.

3. EXPECTED CLASSROOM BEHAVIOR

Class begins promptly at 6:00 PM. All students should be seated in assigned places and silent by this time. Not to do so is to be tardy and to receive a demerit. Class begins with prayer. Students must bring all necessary materials (i.e., pens, paper, books) to class every week.

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.

4. SICKNESS AND EXCUSED AND UNEXCUSED ABSENCES

It is the parents' duty to report an absence due to sickness. Such a report should be made personally by e-mail to the student's teacher. Absence is very disruptive to his academic progress.

The only excused absences are: bona fide illness, court appearance, funeral, and quarantine.

Students who are absent (even legitimately) for more than 3 classes in a semester must withdraw from the Institute for the current semester.

5. CONDUCT DEMERITS AND DETENTION

When a student's behavior is at odds with the standards established and sustained by the institute, the student suffers demerits. Demerits may be given by teachers.

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

7. 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 Director'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.

8. SUPERVISION, SEARCH AND SEIZURE

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

9. SUBSTANCE ABUSE

The use and abuse of tobacco products, alcohol and other drugs are a significant problem among adolescents. In order to help those of goodwill resist the temptation to participate in such activities, the institute may conduct random searches of students' belongings. An outside canine service may conduct some of these searches.

10. DISMISSAL

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

- Flagrant violation of the moral norms of the Institute.
- 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"
- 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 the abbey or at any Institute sponsored /sanctioned activity
- Any activity, real or virtual, on or off campus, injurious to the good name and reputation of St. Michael's Abbey
- Any other offense deemed sufficiently serious by the administration

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

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

11. BORROWING, LENDING, ETC. AMONG STUDENTS

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 the abbey property, or loses on an Archangel Institute outing.

12. 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 and fireworks. The Director is the final interpreter of what students may or may not have at any time on campus.

CHAPTER 5:

DRESS & 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 class a well-pressed Archangel Institute polo shirt, shorts or pants, and shoes should be worn. A prerequisite of dressing neatly is attention to oral and personal hygiene. Hair must be kept in a manner appropriate for a conservative, professional business setting. Normally, this means that it is short, neatly trimmed and combed. It should not touch the ears, shirt collar, or cover the eyes. No bleached or colored hair is permitted. All students must be clean-shaven. Sideburns may be no longer than mid ear. No earrings or visible tattoos are permitted. It is the right of the teacher to judge whether the dress code has been followed.

3. UNIFORM

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

- Institute-issued navy blue polo shirt
- Institute-issued sweater
- Shorts or trousers with a belt
- Plain socks
- Athletic Shoes (for sports on Days of Recollection)
- Each student carries a handkerchief or tissue on his person at all times

Students are always in uniform in the classroom, church, or when departing from or returning to the abbey.

New-Student tuition costs include one (1) polo shirt and one (1) sweater. If a student needs a new polo shirt and/or sweater, these may be purchased through the Director.

Clothing should be appropriate so as to represent the dignity of the human person and the values of the Abbey. Shorts or pants should fit the student's current waist. Clothing with highly visible logos, slogans, or messages must not be worn. Hats of any kind are not permitted in class.

4. 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 Archangel Institute, 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 Archangel Institute will be 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 Institute manages in as prudent and fiscally sound manner as possible.

2. TUITION

Tuition is payable to the Abbey by the beginning of each academic semester and it is non-refundable.

The Institute does not offer multiple-child discounts.

If a student is officially withdrawn or dismissed during the academic year, the tuition is non-refundable.

3. ADDITIONAL COSTS

Tuition does not include the following:

- Textbook fee
- Outings
- Father-and-Son Retreat Rome Trip

4. 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 the abbey 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.

5. DELINQUENCY

If a bill is not paid by the 5th of the month, there is an administrative fee of 18% (1.5% monthly) of the outstanding balance. No certificate will be issued to students who are not up to date on their financial obligations. Consistent delinquency in paying bills does influence subsequent options regarding payment obligations to the Institute.

6. INSURANCE

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

CHAPTER 7:

EMERGENCY PREPAREDNESS

1. FIRE EVACUATION PLAN

The main purpose of a fire evacuation plan is to outline the orderly evacuation of the buildings in case of a fire.

Rules:

- Immediate action must be taken when the fire alarm is sounded.
- Everyone must participate.
- Students gather by the main parking lot area, facing the building.
- Each group must remain in its assigned location until the all-clear signal is sounded to reenter the building.
- The first person to reach a door leading to the outside is to hold the door until all have passed through.
- All windows and doors must be closed. Teachers take care of the windows.
- The teachers check and make sure that all areas have been vacated.

2. EARTHQUAKE PREPAREDNESS PLAN

When the earth moves, everyone should keep calm and go into the “duck and cover” position under the desks. If you are in the Abbey Church, hallway, or other common areas, drop to the floor, move away from windows and tall furniture, and cover your head and neck. Do not wait for the 'duck and cover!' command from your teacher or for a bell signal. The “duck and cover” position means: Get under a desk, 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. Do not evacuate until all movement has stopped. Follow evacuation plan for fires (above).

Remember:

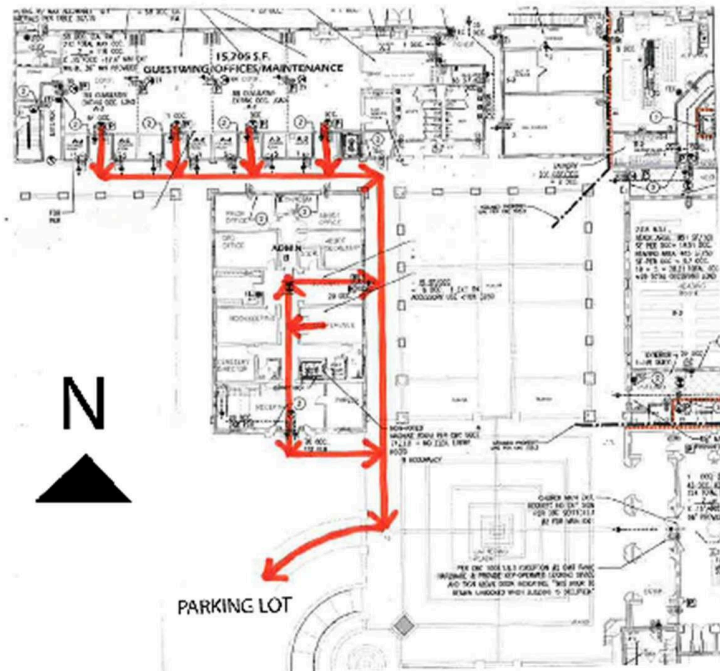
- Keep calm. Panic kills.
- Do not run for the door or go outside.
- Your greatest danger is from falling or flying objects, so take cover in the “duck and cover” position and stay there.
- If outside, get into the open, away from buildings and power lines.

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 teachers lead the efforts of those involved in the institute.

The plan is made up of teams who each have a specific task to carry out. Upon the event of a major emergency, every teacher should meet at the command post 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.

3. EMERGENCY EVACUATION PLAN



4. INTRUDER DRILL

An intruder is a person in or around the abbey building (specifically the classrooms) who is not part of the St. Michael's community. The person who observes an individual in the school building (i.e. in or around the classrooms) who appears suspicious or out-of-place should either approach the visitor, asking for his name and purpose, or contact a Norbertine priest for assistance.

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

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

The Director of the Institute or his designee will use the predetermined bell code to signal a lockdown. Common sense and discretion should prevail during the lockdown. All students and teachers are to immediately secure themselves inside their current classrooms, lock the doors from

the inside, turn off the lights, and move out of the line of sight from any windows. If a class is outdoors or in transit, students and teachers should proceed immediately to the nearest secure classroom or predetermined safe assembly area.