



ST. MICHAEL
the ARCHANGEL
– CATHOLIC HIGH SCHOOL –

KNOW TRUTH | LOVE GOD | SERVE OTHERS

St. Michael the Archangel Catholic High School 2017-2018 Handbook for Parents and Students

President: Rev. Randy Sly
Principal: Jodie Maddox

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Lee's Summit, MO 64064
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Mission Statement

Through Jesus Christ, St. Michael the Archangel Catholic High School, calls young men and women to embrace their God-given gifts in order to know truth, love God, and serve others as His brave and humble disciples.

- **St. Michael the Archangel Catholic High School** participates in the work of the universal Church, preparing our students for leadership roles in the world and in the Church.
- **St. Michael the Archangel Catholic High School** is a 21st century college-preparatory school that prepares young men and women for life through programs and experiences meeting standards of excellence, rooted in our Catholic faith and traditions.
- **St. Michael the Archangel Catholic High School** promotes service and leadership in human relationships through our Community System.

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of staff, students and families is the high bar of the Gospel. Students, staff, and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions.





ST. MICHAEL *the* ARCHANGEL CATHOLIC HIGH SCHOOL

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Administrative Interpretation of Handbook

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. The administration also reserves the right to amend or change this handbook.

Additionally, the administration reserves the right to apply our school rules and policies to activities and behavior away from school and during times other than the school day.



Faculty List

St. Michael the Archangel Faculty and Staff

Senior Administration

Rev. Randy Sly	President
Jeremy Lillig	Vice President of Advancement
Jodie Maddox	Principal

Academic Administration

Jana Burns	Director of Community Life
Vince Fitzgerald	Director of Facilities
John Kuckelman	Director of Technology
Rich Weitz	Director of Athletics/Dean of Students

Academic Office

Kimberly Berry	Administrative Assistant for Academic Office
Tammie Glasgow	Guidance Counselor
Elizabeth Polina	School Nurse
Laurie Taylor	Registrar/Systems Manager
Ryan James	Custodial Support

Advancement Office

Alan Burns	Director of Communications and Enrollment
Rena Espinosa	Finance Department
Katie Lucas	Development Coordinator



Faculty

Travis Corbin	Social Studies	Kevin Page	Social Studies
Hunter Eisenmenger	Performing Arts	Richard Raney	Visual Arts
Claudine Evans	French	Gina Rubio	World Language
Mary Groshong	Personal Finance	Mark Scanlon	Physical Education
Jacob Kimer	Math	Howard Schneeberger	Aviation
Mary Kroening	Math	Kyle Sellnow	Theology
Scott Lero	Extended Learning Program	Kenny Wachter	Theology
Steve Loecker	Science	Russell Walter	Science
Ericka Lohman	Language Arts	Melissa Wiehn	Social Studies
Christine Loftis	Performing Arts	Sheridan Zarda	Math
Nancy McCoy	SMILE Program	Dominican Sr. Mary Andre	Language Arts
Steve McCoy	SMILE Program	Dominican Sr. Cecilia	Math
Kellie McKinney	Business Technology	Dominican Sr. Stephen	Math
Elyssa Moderson	World Language	Dominican Sr. Miriam	Theology



Prayers of Our Faith

Our Father

Our Father, who art in Heaven, hallowed be thy name;
Thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us
our trespasses As we forgive those who trespass against us;
And lead us not into temptation, but deliver us from evil.
For the kingdom, the power, and the glory are yours
Now and forever. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee.
Blessed are you amongst women and blessed is the fruit of thy womb Jesus. Holy Mary, Mother of God, pray
for us sinners
Now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit: As it was in the beginning, is now, and ever shall
be,
World without end. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day
for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world,
in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of
the Holy Father. Amen.

Prayer to St. Michael the Archangel

Saint Michael the Archangel, defend us in battle, be our protection against the malice and snares of the devil.
May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, thrust
into hell Satan and all evil spirits who prowl about the earth seeking the ruin of souls. Amen.

Apostles Creed

I believe in God the Father Almighty,
creator of heaven and earth.
and in Jesus Christ, his only Son, our Lord,



who was conceived by the Holy Spirit,
born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried.
He descended into hell.
On the third day he rose again from the dead;
He ascended into heaven,
and is seated at the right hand of God the Father Almighty. He will come again to judge the living and the dead.
I believe in the Holy Spirit,
the Holy Catholic Church,
the communion of Saints,
the forgiveness of sins, the resurrection of the body,
and the life everlasting. Amen.

Act of Contrition

My God, I am sorry for my sins because I have offended you. I know I should love you above all things. Help me to do penance, to do better, and to avoid anything that might lead me to sin. Amen

The Angelus

V. The Angel of the Lord declared unto Mary,
R. And she conceived of the Holy Spirit. Hail Mary...
V. Behold the handmaid of the Lord.
R. Be it done unto me according to Your Word. Hail Mary...
V. And the Word was made flesh,
R. And dwelt among us. Hail Mary...
V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.
V. Let us pray:
Pour forth; we beseech You, O Lord, Your Grace into our hearts;
That as we have known the incarnation of Christ, Your Son by the message of an angel, So by His passion and cross we may be brought to the glory of His Resurrection. Through the same Christ, our Lord. Amen

Our Lady of Guadalupe – Patroness of the Americas

God of power and mercy, you blessed the Americas of Tepeyac with the presence of the Virgin Mary of Guadalupe. May her prayers help all men and women to accept each other as brothers and sisters. Through your justice present in our hearts, may your peace reign in the world. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with You and the Holy Spirit, one God, for ever and ever. Amen

Regina Caeli /Queen of Heaven

(Prayed during Easter season in place of the Angelus)



V: Queen of Heaven rejoice! Alleluia:

R: For the Lord whom you were worthy to bear, Alleluia!

V: Has risen as He said, Alleluia! R: Pray for us to God, Alleluia!

V: Rejoice and be glad, O Virgin Mary, Alleluia. R: Because the Lord is truly risen, Alleluia.

V: Let us pray,

O God, you were pleased to give joy to the world through the Resurrection of Your Son, our Lord Jesus Christ. Grant, we beseech You, that through the intercession of the Virgin Mary, His Mother, we may come to possess the joys of everlasting life, through Christ our Lord, Amen.

Hail, Holy Queen

Hail, Holy Queen, Mother of mercy, hail, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary! Amen.

Salve Regina

Salve Regina, Mater misericordiae, Vita dulcedo et spes nostra salve.

Ad te clamamus exules huius saeculi. Ad te suspiramus gementes et fletus, In hac lacrimarum valle.

Eja ergo advocate nostra, Illos tuos misericordes oculos ad nos converte. Et Iesum, benedictum fructum ventris tui Nobis post hoc exilium ostende.

O clemens, o pia, o dulcis Virgo Maria.

Memorare

Remember, O most gracious Virgin Mary,
that never was it known that anyone who fled to thy protection,
implored thy help or sought thy intercession, was left unaided.

Inspired with this confidence, I fly unto thee, O Virgin of virgins my Mother;
to thee do I come, before thee I stand, sinful and sorrowful; O Mother of thy Word Incarnate, despise not my
petitions, but in thy clemency hear and answer me. Amen.

Angel of God

Angel of God, my Guardian dear, To whom His love commits me here, ever this day be at my side, To light and
to guard, To rule and guide. Amen.



Faith Formation

The primary focus of our school is to learn and live the teachings of the Catholic Church. As a school of the Diocese of Kansas City-St. Joseph, we are guided by our Bishop. SMA is committed to the mission of evangelization of our Catholic faith. Students will be empowered and encouraged to seek a personal relationship with Jesus through the sacraments, prayer, community, catechesis and authentic shared experiences.

KNOW TRUTH | LOVE GOD | SERVE OTHERS

Know Truth

Jesus then said to those Jews who believed in him, "If you remain in my word, you will truly be my disciples, and you will know the truth, and the truth will set you free."

- John 8:32

St. Michael the Archangel Catholic High School is committed to the new evangelization of our Catholic faith through focused academics and fostering personal relationships with those in our community. The first step in building disciples and helping students form a personal relationship with Jesus is helping students to **KNOW TRUTH**. Truth is the foundation of our Faith. Our hearts and minds are wired to **KNOW TRUTH**, a truth that is connected to Jesus. When Truth reigns, love for our Lord and service for others will naturally prosper.

Purposely planned opportunities to **KNOW TRUTH** will include, but will not be limited to:

- Opportunities to participate in Sacraments including:
 - Daily Mass and Weekly Reconciliation
 - Weekly All School Mass
- Theology Classes aligned with the suggested course offerings from the United States Conference of Catholic Bishops
- Full course offerings to reach a wide range of academic abilities
- Focused academics specific to the needs of each student to enrich the mind and to encourage a desire seek truth and share with others
- Our class retreat program
- Our Catholic athletics program

Love God

When our Lord Jesus was asked, "Which is the greatest of the commandments?" he replied, "you shall love the Lord your God with all your heart, and all your soul, and all your mind. This is the greatest and the first commandment."

- Matthew 22:36-38

Young adults need time to openly and outwardly express their love, gratitude, and personal desires with Jesus. Time to communicate and foster a relationship with our Lord will be an essential aspect of SMA. Opportunities for daily prayer will purposely be structured throughout their day, as well as their Theology classes, and through our Campus Ministry office. Purposely planned opportunities to **LOVE GOD** throughout the day will include, but will not be limited to:

- Praying as a community:
 - Each morning: Morning Offering and the St. Michael the Archangel Prayer
 - End of each day: The Divine Mercy Chaplet



- Our retreat program will allow students to have time as a community, a class, and individually to experience service, Adoration, Reconciliation, and Mass. They will also have the opportunity to discuss social topics and issues relevant to their age and development.
- Students will complete 100 hours of Christian Service over the course of four years. Each student will be encouraged to intentionally partner with charitable organizations that they are passionate about; embracing their God-given gifts to live into their call to serve God and others.

Serve Others

... and the Second Commandment is this: *“You shall love your neighbor as yourself.”*
 - Matthew 22:39

Love is charity. Charity is a way of participating in God’s love for us and others. Through charitable service, we are able to love the way our Lord loves us, unconditionally and selflessly. God does not advise us to love our neighbor, He “commands” us to love them as we love our self. As Christians, we are called to be kind, to help and **SERVE OTHERS** and to recognize others and their needs. God wants us to **SERVE OTHERS** so we are able to fully participate in His Love for us.

Purposely planned opportunities to **SERVE** God and **OTHERS** will include, but will not be limited to:

- **Religious instruction** is offered formally in all Theology courses and as is appropriate in all other disciplines. In the faithful witness of our faculty and staff, students are immersed in a community that is in all ways faithful to the teachings of Jesus Christ.
- **Sacramental and other prayer celebrations** are central to our identity. Students are expected to participate fully and actively in the life of the Church, both at school and in their parish. Students who are of other faiths are expected to participate fully and respectfully at all school liturgies, prayer and worship, and are expected to participate in their own faith communities.
- **Retreats** are an important part of our Faith Formation program. They provide students with the opportunity to experience a sense of Christian community essential for religious education to take place. **Attendance** on the retreat days is **required** for freshmen, sophomores, juniors, and seniors. Any underclassman not present on the Retreat Day will be required to make up the retreat by completing a packet of work focused on the retreat materials or to attend an after school "Mini Retreat" session led by the Director of Community Life.
 - Underclassmen will participate in a two-day, one-night class retreat off campus
 - Seniors will participate in a three-day, two-night class retreat.
 - Time away from school will provide the opportunity for students to strengthen community through shared experiences and discussion of social topics and issues relevant to their age and development.
 - Class retreats will allow for the formation of each student’s spirituality and discernment of God’s call to live into the gifts and desires that He has given us.
 - Retreats will include:
 - Adoration, Reconciliation and Mass
 - Service in our community
 - Growing in formation through intentional conversation and testimonies
 - Building relationships through recreation and competition
- **Service requirements** and reflection are tracked through the Theology Department. Wherever and whenever community service is rendered, students represent themselves, their families, and St. Michael the Archangel Catholic High School. It is important that students enhance their own reputations as well as that of their family and their school. Proper language, appearance, and attitude are imperative.



Students who fail to complete the SMA service requirement will not receive a grade for Theology courses until the service is completed.

Students are expected to integrate formal service into their lives and to fulfill the following minimum requirements:

Our Christian Service Program

- Underclassmen will complete 75 hours to be completed before senior year (25 each school year).
- Service must be completed with one specific agency.
- Specific agencies should be chosen each year and approved by student's current theology teacher.
- Students will write a paper on their service aligned with The Corporal Work of Mercy and theology class content. The paper will count for 10% of their second semester Theology grade. Underclassmen will present on their specific 25 hours of service for that year in their Theology classroom. Seniors will commit 25 hours of charity to a unique and personalized senior project rooted in service.
- Seniors will write a paper over their Senior Project, aligned with one of the seven themes of Catholic Social Justice. The paper will be worth 10% of their second semester Theology grade.
- Seniors will give a presentation on all three years of service and their senior project in the spring to a panel of underclassmen, faculty members, parish priest, and board members.

Diplomas will not be awarded to students who have not completed the service requirements.

Holy Communion

Although active participation of all students is encouraged at all liturgies, Catholic doctrine does not allow non-Catholics to receive Communion. During Communion, students of other faiths are invited and encouraged to approach the priest or Eucharistic minister for a blessing by simply crossing their arms over their chests. As a Catholic school encompassing those of many faiths, we continue to pray for unity among all Christians.

Non-Catholic Students

Since the Catholic school curriculum and activities are designed to support our Catholic mission and community building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or theology class requirements.

Nondiscrimination Policy

St. Michael the Archangel Catholic High School welcomes students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in schools. Preference in admissions is given to practicing Catholics in our diocesan parishes but all denominations are welcome in our school.

The school Principal is responsible for implementing the policies and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.



Community System

The community system at St. Michael the Archangel Catholic High School exists to further the mission of the school. The community system seeks first and foremost to form saints of the Catholic Church. Human beings are created for relationship. The community system seeks to create a space where students form authentic and deep relationships with God and their peers.

Goals of the Community System:

- Create a culture that is modeled after the Church where students encounter Christ through their school community
- Serve as a means of educating students on the liturgical life of the Catholic Church by the intentional living of the Liturgical calendar through the celebration of Saints, special feasts, and the Liturgical seasons
- Offer space and opportunities for students to build deep and lasting relationships with their peers
- Encourage students to live lives of virtue and student leadership through the planning and facilitation of school events
- Provide individual care whereby at least two adults are intentionally mentoring students and monitoring their academic, social, and spiritual growth.
- Foster opportunities whereby students exercise and develop their leadership skills
- Promote school as a community where there exists an indispensable familial spirit amongst students of all grade levels

General Information

The community system will ensure that everyone at SMA has a place to belong. All students will be assigned to a house and a community that will serve as a home for their time at SMA. Each community is made up of 6 houses.

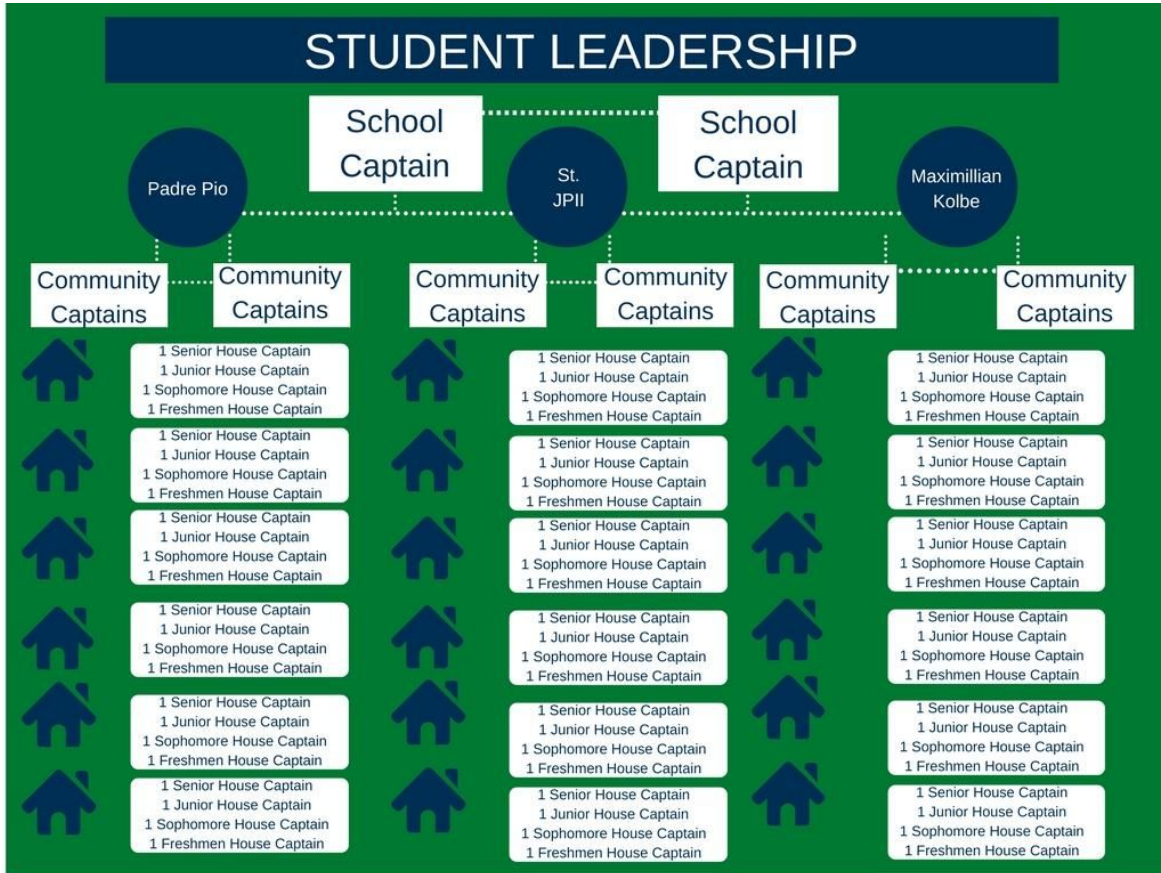
Community Leadership

The Community System necessitates a great deal of student leadership.

- Each community will elect two seniors to serve as Community Captains. They will work with the Community's Dean to support and guide the Community as a whole.
- Each house will elect to be the House Captain. He/She is responsible for leading the house in conjunction with the Mentor Teacher.

The School will elect two seniors to be School Captains. These two individuals will serve the whole student body in seeking to build and maintain the Catholic values and mission of SMA. The School Captains will serve as liaisons between the student body and the Director of Community Life.





Adult Leadership

Director Community Life

The Director of the Community/House System’s primary role is to serve the Deans and senior leaders to ensure that the vision of Community is being realized. The Director works closely with the school captains and the Deans to ensure that the vision is being worked towards in the day-to-day activities and long-term goals of the system.

Community Deans

The Deans work to serve the Community Captains to ensure that each Community’s vision is being realized. They support the Mentors and House Captains when needed with the planning of house and community events. They also help maintain the continuous identity of their individual community, even as the student leadership changes from year to year. Ideally, the Dean provides a sense of consistency within each community that is threatened by the natural turnover of student leadership that occurs within a school setting.



Mentor Teachers

Mentor Teachers are the most important individuals to helping the vision of the Community/House System become a reality. On a practical level, they have to enforce the rules of House time (such as no computers being out or schoolwork being done, students arriving on time and in dress code, students being respectful and well-behaved, etc.). However, part of what the Community System can achieve is helping humanize the adults in the building. House and community times provide an opportunity for the faculty in the building to engage in non-academic pursuits with the students, rather than simply being an instructional leader and moral role model in the classroom (although that is certainly important too!)



Academics

The St. Michael the Archangel Catholic High School curriculum is rooted in traditional Catholic values and committed to evangelization and discipleship of our Catholic Faith. Our instructors and administration have a passionate desire to teach our students to know truth, love God, and serve others.

Graduation Requirements

Course Requirement	St. Michael the Archangel (27 credits required)	Competitive University (e.g., as Notre Dame)	Missouri University System (e.g., MU, UMKC)	Missouri Public or Four-Year College (e.g., UCM, MSU)
Theology	4	0	0	0
English	4	4	4	4
Math	4	4	4	3
Science	3	4	3	3
Social Studies	3	3	3	3
World Language (2 credits of same language)	2	4	2	0
Fine Arts	1	1	1	1
Practical Arts (Business Technology)	1	1	1	.5
Physical Education	1	1	1	1
Health	.5	.5	.5	.5
Electives	3.5	Requirements Vary	3 credits selected from WL or CC	Requirements Vary
Additional Requirements	100 service hours	Requirements Vary	Minimum ACT score of 24	Requirements Vary

Additional Graduation Information

- Student transferring from AOHS will have the option to follow the AOHS graduation requirements. AOHS requirements are different in Math, SS, and World Language.
- One credit of PE may be earned with the participation of 2 full seasons of athletics
- Students must take (.5) credit of Health and Personal Finance
- Students must pass Theology in order to advance to the next grade level
- 25 hours of service must be completed each year to advance to the next grade level

Accessing Academic Information

Grades, attendance, and conduct reports may be viewed via PowerSchool. Login information may be obtained from the Registrar's office. All tests, projects, and assignments may be viewed via Google Classroom. All official transcripts are the property of St. Michael the Archangel Catholic High School. A student may request an unofficial copy of their transcript from the Registrar's office for a \$10 fee. Official transcripts are sent directly to college from the Registrar's Office free of charge.



Grading System

SMA reports grades as percentages and does not assign letter grades. Semester grades and GPA may be accessed online. Report cards are not printed by SMA. Students are not ranked. Students enrolled in honor level courses (which include all Pre-AP, AP, and Dual Enrollment courses) receive an additional 5 percentage points added to their semester GPA with a grade of 74% or better, when their weighted cumulative average is figured at the end of semester.



Learning Academies

St. Michael the Archangel Catholic High School is committed to helping students to know truth, love God, and serve others in an environment centered on discovery. Students will use their own talents, technology, and our entire community to explore multiple academic areas of interests. SMA graduation requirements are already designed to expose students to a wide range of content. The chart below can be used to help students choose core classes and electives related to a specific field of study. Students are not locked into one specific Learning Academy. They are encouraged to investigate multiple areas of study.

Learning Academies						
Courses	Aviation	Business/ Computer Science	Human Services	Engineering/ Industrial Tech	Healthcare	Performing Arts/ Communications
Theology	Theology 1	Theology 1	Theology 1	Theology 1	Theology 1	Theology 1
	Theology II	Theology II	Theology II	Theology II	Theology II	Theology II
	Theology III	Theology III	Theology III	Theology III	Theology III	Theology III
	Theology IV	Theology IV	Theology IV	Theology IV	Theology IV	Theology IV
English	Eng 1 or Pre AP Eng 1	Eng 1 or Pre AP Eng 1	Eng 1 or Pre AP Eng 1	Eng 1 or Pre AP Eng 1	Eng 1 or Pre AP Eng 1	Eng 1 or Pre AP Eng 1
	Eng 2 or Pre AP Eng 2	Eng 2 or Pre AP Eng 2	Eng 2 or Pre AP Eng 2	Eng 2 or Pre AP Eng 2	Eng 2 or Pre AP Eng 2	Eng 2 or Pre AP Eng 2
	Eng 3 or AP Lang	Eng 3 or AP Lang	Eng 3 or AP Lang	Eng 3 or AP Lang	Eng 3 or AP Lang	Eng 3 or AP Lang
	Eng 4 or AP Lit	Eng 4 or AP Lit	Eng 4 or AP Lit	Eng 4 or AP Lit	Eng 4 or AP Lit	Eng 4 or AP Lit
Math	Alg/Geom or Geometry	Alg/Geom or Geometry	Alg/Geom or Geometry	Alg/Geom or Geometry	Algebra	Algebra
	Alg II or Pre AP Alg II	Alg II or Pre AP Alg II	Alg II or Pre AP Alg II	Alg II or Pre AP Alg II	Geometry	Geometry
	Col Alg or PR Calculus	Col Alg or PR Calculus	Col Alg or PR Calculus	Col Alg or PR Calculus	Algebra II or Pre AP Alg II	Algebra II or Pre AP Alg II
	Calculus	Calculus	Calculus	Calculus	Col Alg or PR Calculus	Col Alg or PR Calculus
Science	Biology	Biology	Biology	Biology	Biology	Biology
	Chemistry	Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
	Physics	Physics	Physics	Physics	Physics	Physics
	AP Physics	Pre - AP Physics	Anatomy and Physiology	Pre - AP Physics	AP Biology	
	Meteorology & Astronomy	AP Chemistry		AP Chemistry	AP Chemistry	
					Anatomy and Physiology	
Social Studies	World Studies/AP W History	World Studies/AP W History	World Studies/AP W History	World Studies /AP W History	World Studies/AP W History	World Studies/AP W History
	American History/AP US History	American History/AP US History	American History/AP US History	American History/AP US History	American History/AP US History	American History/AP US History
	Government and Econ	Government and Econ	Government and Econ	Government and Econ	Government and Econ	Government and Econ
			Psychology		Psychology	Psychology
			Sociology		Sociology	Sociology
World Language	2-4 years World Lang	2-4 years World Lang	2-4 years World Lang	2-4 years World Lang	2-4 years World Lang	2-4 years World Lang



Learning Academies cont...						
Courses	Aviation	Business/ Computer Science	Human Services	Engineering/ Industrial Tech	Healthcare	Performing Arts/ Communications
Electives	Intro to Aviation	Intro to Business	Peer Mentoring	Intro Computer Science	Intro to Healthcare	Performing Arts/ Communications electives to be determined upon review of department head
	Ground School	Marketing	Christian Leadership	Intro to Engineering	Peer Mentoring	
	Intro Computer Science	Entrepreneurship	Child Development	Intro to Business	Christian Leadership	
	Intro to Engineering	Digital Photography	Speech	Entrepreneurship	Child Development	
	Christian Leadership	Graphic Design	Debate	Web Design	Speech	
	Independent Study	Web Design	Forensics	Christian Leadership	Debate	
	Senior Practicum	Animation	Intro to Photography	Independent Study	Forensics	
	1 credit Fine Art	Christian Leadership	Senior Practicum	Senior Practicum		
	.5 Per Finance	Independent Study	Independent Study	1 credit Fine Art		
	1.5 Health and PE	Senior Practicum	Campus Ministry TA	.5 Per Finance		
	* Aviation Club	Development Office TA	Athletic Office TA	1.5 Health and PE		
		Speech	Development Office Teachers Assistant	* Robotics		
		Debate	Teaching Assistant			
		Forensics	1 credit Fine Art			
		1 credit Fine Art	.5 Per Finance			
		.5 Per Finance	1.5 Health and PE			
	1.5 Health and PE					
Course offerings are dependent on department chair and will posted at the time of enrollment						

Homework

You should expect to receive, and to complete, an average of two hours of homework per night. It is not possible to confine the learning process to the class period; outside work is necessary. All assignments should be completed on time. Late assignments and missing work hinder the learning process. Late and missing work is the number one cause of failing students.

Study Hall

At times the CARE team (Student Intervention Team) may determine that Study Hall is appropriate for students who are struggling academically for a variety of reasons. Generally, any student having a grade under 65%, will be required to attend one study hall session daily for the entire week, starting the following Monday. Study hall sessions are from 7:15 a.m. - 7:55 a.m. or 3:20 p.m. - 4:00 p.m. when school is in session.

Students must check in with the study hall monitor. They will be allowed to meet with their teacher(s) if they have written permission from the teacher, which they must obtain prior to study hall. If they do not check in, students will be considered absent from study hall.



Honesty in Academic Work

At SMA, we have high expectations for our students, and we expect them to do work that is of superior quality. Academic dishonesty includes, but is not limited to, copying another person's work, plagiarism, presenting information from internet sources as one's own, allowing work to be copied, giving or receiving unauthorized assistance on a test, accessing a test or quiz in advance to determine the questions or content, giving false reasons for making up late work on tests, stealing tests or teacher texts, and witnessing academic dishonesty without reporting it.

Any student caught cheating will receive a zero on that assignment, homework, test, quiz, paper, or project and a detention. Any student who helps another student cheat will also receive a zero. A second incident of cheating/plagiarism may result in removal from the course and loss of credit.

SMA Communication Guidelines

ALL writings, interviews, and speeches, whether in print or posted on the internet, must follow the teachings of the Catholic Church and the guidelines advocated by the United States Conference of Bishops. Speaking or writing anything negative against the mission of SMA is prohibited.

Semester Failures

If a student fails a class and they need to make up a credit it must be taken through an accredited summer school credit recovery program. Students are not allowed to repeat a course failed in the first semester during the second semester of the same year. All credit recovery courses must be approved by the administration.

Academic Probation

Any student failing two or more classes for a semester will be placed on academic probation. The student will be referred to the Student Support Team for an academic plan. Students who are on academic probation two semesters in a row may not be allowed to return to St. Michael the Archangel Catholic High School.

In addition, a student must be making normal progress toward graduation. Normal progression will be viewed as credits in the required graduation curriculum as follows. At the beginning of:

- 10th grade – a student must have a minimum of 6 credits.
- 11th grade – a student must have a minimum of 13 credits.
- 12th grade – a student must have a minimum of 20 credits.

Students who end the prior grade with fewer than the above credits need to enroll in an approved summer school. One credit is the customary maximum available during summer school. The administration must approve all classes taken by St. Michael the Archangel students from an outside source.

Extended Learning Opportunity

St. Michael the Archangel Catholic High School supports student learning. At times, students may need additional time and/or resources to demonstrate academic success. Students may be assigned to an extended



“learning opportunity” time. The goal of this time is to provide students the opportunity to work on academics in a structured environment with a paid adult monitor. Students may be assigned by the Athletic Director (due to unsuccessful or missed Study Hall time), the Counseling Team, or at the discretion of the Administrative Team. “Learning Opportunity” time will be from 8:30 a.m. – 3:00 p.m. on days students are not in school. A monitor will be assigned to the student and a \$20 fee will be collected from the student to pay for the monitor. The administration or counseling team will work with the student and teacher(s) to develop a plan for assignments and exams that must be executed by the end of the day.

Honor Roll

Honor Roll is published each semester, using the semester grades and based upon the following:

- First Honors: Grade average of 96% or above and no incompletes.
- Second Honors: Grade average of 90% - 95.99% and no incompletes.

National Honor Society

The National Honor Society chapter of St. Michael the Archangel Catholic High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in grades 11 and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative average grade of 90% or better. (Students in the class of 2019 will be evaluated based on a combination of their GPAs from their previous schools and their 1st semester grades at St. Michael.) Each spring those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate’s leadership and service.

To evaluate a candidate’s character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership.

Any solicited faculty input and all candidate forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.



Schedule Changes and Withdrawal from a Class

Student will be allowed to change his/her schedule only for serious academic reasons. Year-long classes may only be dropped at semester with permission of the instructor, department chair, counseling office, parent permission, and administrative approval.

Advanced Placement

All courses at SMA are designed to challenge each student and to foster passion for lifelong learning. The Advanced Placement (AP) program is an internationally recognized standard of academic excellence. AP courses are college level courses taught by SMA instructors during the regular school day. AP courses are offered to sophomores, juniors and seniors. Although not required for AP courses, Pre-AP Honors coursework provides critical alignment with AP course success. Pre - AP and AP courses receive an additional 5% added to their weighted semester GPA with a grade of 74% or higher. AP course requirements and prerequisites are noted under the specific course descriptions.

College credit may be granted at the discretion of the university or college depending upon the student's score on the AP Exam. AP Exams are administered at SMA in May and are scored by the Educational Testing Service. The cost per exam fluctuates each year and is collected through the business office. Student enrolled in an AP course must take the AP exam.

Senior Explorations

St. Michael the Archangel Senior Explorations is designed to provide students with the opportunity to help them discover their God-given talents and explore possible vocations. This program enables students to extend their learning beyond school and offers an opportunity for them to apply their high school knowledge and skills to an independent career exploration in an area of personal interest.

Student Requirements:

- Must be in good academic standing and on track for graduation (copy of credit check from counselor required) Must be enrolled in a theology, government, English and math class
- Must have transportation to site (school will not provide transportation)
- Must attend All School Masses and all House activities.
- Must be in attendance at school by 10:00 a.m.
- Must provide High School Internship application with Pre-Internship checklist and Internship Permission form (these forms are located in the Counseling Dept.)
- Must provide a monthly time-log
- Must provide a weekly internship journal reflection of experiences and learning. These entries may include observations, highlights, criticisms, and explanations of their experiences
- Student will have a formal presentation/paper covering all experiences. This presentation/paper will be no more than 5 minutes/two pages in length.



Parent Requirements:

This is a great opportunity for your child and in order for this program to be successful, we need you to be supportive of the following policies and practices:

- Attendance requirements set for your student
- Your student is responsible for transportation to and from site
- Student will have weekly journal entries and a final presentation or paper
- Student must be punctual, responsible, demonstrate initiative, and have positive working relationships.
- Student must return the internship packet to the Senior Explorations teacher with appropriate signatures.

Final Exams

Students that do not take their final will receive an *Incomplete* for the course until the final is completed. If arrangements for making up the final are not made by the end of finals, the student will receive an Incomplete, and thus, no credit for the course. In the case of seniors, finals must be completed in order to participate in graduation ceremonies.

Semester Exam Waivers

Students can earn one (1) exam waiver for having better than 89.5% with no Saturday detentions, no more than one (1) detention and fewer than 10 tardies to any given class. No waiver will be issued until all fines are paid and all equipment is turned in. Seniors will earn a second waiver in a class if they have a grade of 94.5% or higher. *Attendance may impact the opportunity to access the waiver. Teachers reserve the right not to accept a waiver in any of their classes.

Withdrawals

Students who choose to withdraw from St. Michael the Archangel Catholic High School should request a Withdrawal Form from the Administration Office. This is to be signed by a parent and returned. All textbooks, computers, library books and athletic equipment must be returned at the same time as the Withdrawal Form. No transcripts or recommendations will be released to other schools until all obligations, including financial, are fulfilled and all items returned.

Co-Curricular Activities

Co-Curricular Participation or Attendance

A student may **NOT participate OR attend** games/practices if any of the following occur:

- student is absent
- student arrives to school after 11:30
- student leaves school any time during the school day without school permission



- student is suspended or dismissed from any class

The Athletic Director will have final say on student's participation.

Sportsmanship

Sportsmanship involves respect for self, for the opponent, for the activity and for the officials. Games and events are viewed as an extension of the school day, and good sportsmanship is expected at all times. Behavior that threatens the integrity and enjoyment of the activity or game will not be tolerated. School spirit and cheers should be directed at supporting our school and our participants. Attendance at school functions is a privilege that can be denied.

Citizenship Requirements for Co-Curricular Activities By-Law 200 MSHSAA

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditworthy citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

- **Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- **Local school:**
 - A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
 - The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
 - A student is not considered eligible while serving an out of school suspension.
 - A student who is expelled or who withdraws from school because of disciplinary measures is not considered eligible for 365 days from the date of expulsion or withdrawal.
 - If a student misses class(es) without being excused by the principal, the student is not considered eligible on that date. The student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
 - Each school has the authority to set more restrictive citizenship standards.
 - Each school shall investigate any issue that could affect student eligibility.
- **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.



Sunday Sabbath Policy

In support of the Mission of St. Michael the Archangel Catholic High School, there will be **NO SMA ACTIVITIES OF ANY KIND** scheduled on Sundays. This policy honors our families and protects their time together.

Activity and Athletics Grade Checks

Study Hall: Grade checks for all students in activities and athletics will begin after the fourth full week of each semester. Grade checks for these students will be run every Friday morning. Any student having a grade below 65%, will be assigned to study hall session for the entire week, starting the following Monday. Study hall sessions are from 7:15 a.m. - 7:55 a.m. or 3:20 p.m. - 4:00 p.m. when school is in session.

Students must check in with the study hall monitor. They will be allowed to meet with their teacher(s) if they have written permission from the teacher, which they must obtain prior to study hall. If they do not check in students will be considered absent from study hall.

Ineligibility: If a student is in study hall two consecutive weeks for the same class or classes, they will not be allowed to participate in extracurricular competitions, games or performances until the grade is above 65%.

All situations involving eligibility will be reviewed weekly by Administration.

At times the CARE team (Student Intervention Team) may determine that Study Hall is appropriate for students who are struggling academically for a variety of reasons. If a student is assigned to Study Hall by our CARE team the above criteria applies for them as well.

Clubs and Organizations

The school sponsors a number of co-curricular and extra-curricular clubs and organizations. Students, along with the sponsorship of a St. Michael the Archangel staff member, can develop clubs. These clubs are subject to the rules and regulations of the school as well as their own rules. Activities sponsored by a club must be approved by the Athletic Director and that club is responsible for clean up after any in school activities.

School Dances

- Dances begin at 8:00 p.m. and end at 11:00 p.m. Doors close at 8:30 p.m. and open at 10:30.
- All students and guests must check in with the chaperones. Failure to comply with entrance and exit procedures will result in the student's being ineligible to attend the next dance.
- No one may leave during the dance and be readmitted to the dance.
- The school building will be closed fifteen minutes after the activity is completed. Please make proper transportation arrangements.
- Dress is determined by the particular dance.
- Inappropriate dancing (sexually suggestive dancing, back to front dancing, etc) will not be tolerated. Student may be asked to call his/her parents and leave the dance.



- Guests for dances must be registered with and approved by the Administration prior to the dance. Guests must be age high school age (14-20).
- All guests must be under age 21. Each SMA student may host one person from another school.
- Guests are subject to the SMA code regarding dress and conduct.
- Students who have left SMA for any reason are not allowed at the dances (except alumni).
- SMA staff will supervise all dances.
- A breathalyzer will be on site and in use.
- Purses, bags, and jackets are subject to search.
- Prom is for juniors and seniors only. Sophomores may attend if asked by an upperclassman

Attire at School Functions

Students are reminded that the rules governing Christian modesty and pride in appearance are consistent for all school functions regardless of where and/or when the activity takes place. Students who violate these rules will be held responsible for their actions in a similar manner as if the violation occurred on school grounds during the school day. Students should dress in a manner appropriate for the function. In some cases the administration may send home specific guidelines that must be followed for a particular function (ie homecoming, prom, graduation, etc.).

Current styles are often inappropriately revealing so we ask your help in ensuring that your children are dressed modestly. Those wearing attire judged to be too revealing or provocative will be asked to change or leave the school function. Immodest attire includes, but is not limited to, attire that is excessively short or revealing.

Logo Use

The use of the St. Michael the Archangel Catholic School name or logo is prohibited unless approved by the Director of Marketing & Community Development.



Health Room and Attendance

All students are expected to be present for assigned classes and House. We encourage parents to make certain that students regularly attend school and that they arrive on time. Students who have more than 7 absences to school may be ineligible for an exam waiver. Students who have a doctor's note will be excused and given a late arrival pass. Students who leave school for a doctor's appointment must present a note from the doctor's office upon their return to school. Every effort should be made to schedule appointments outside of the school day. It is highly recommended that vacations be scheduled during school breaks. Parents should call the attendance office before 8:30 a.m. to report a student's absence by calling 816-499-8600.

Tardies

Students should be in the building by **8:30 AM**. Students who are not in their class **by 8:35 a.m.** are considered tardy and must report to the office for an admit slip. Students who are tardy to **any** class (5) times will receive a detention. Students who are tardy to class (10) times will receive another detention and will be ineligible for an exam waiver. All tardies after (10) will result in a Saturday detention.

Absences

Ten absences (excused or unexcused) from a class in a semester is defined as "excessive." After six absences from a class, a letter will be sent to the parent/guardian. A parent meeting will be held with those students who have excessive absences to determine further consequences. Documentation of absences will be required and an attendance contract will be established with further consequences for continued absences, which may include a lowered grade in the class or loss of credit. Continued absences will endanger the student's enrollment status.

Truancy

Truancy is a deliberate attempt on the part of the student to evade the attendance expectations of the parent/guardian and the school administration. Students who absent themselves from their assigned program of studies are considered truant. There are two kinds of truancy:

Truancy from Class/Skipping Class: Truancy from class occurs when a student fails to report to an assigned class or lunch period without an excuse from the supervisor, moderator, teacher, counselor, or administrator. Students skipping class will receive two detentions for each class missed due to truancy. A second offense of truancy will result in a suspension and a conference with an administrator, the student and the parents/guardians.

Truancy from School: occurs when a student fails to report to school or arrives at school and leaves the premises without an excuse from the administration. Students who are truant from school will serve an in-school suspension. Any subsequent truancy from school or from any class by a student may be cause for expulsion.



Early Dismissal

During the school day, students are NOT permitted to leave the building unless they have informed the school office and parents have been notified. The parents must notify the school office if the student is to be dismissed early. If the student fails to follow check out procedures, he/she will be considered truant.

School Sponsored Trips

All students must be in good standing with the business office and administration, which includes academics, discipline and attendance, in order to participate in any school sponsored trips (mission trips, out of town performances, etc.). Prior approval from classroom teachers is an expectation.



Academic Time

Academic Time is to be used for educational purposes only. All classrooms should be respectful of this by remaining silent throughout the period. All students are to be in their Academic Time unless they have a signed pass to retake a test or collaborate on a project with a teacher. No vending machines or weight room/gym usage during Academic Time.

Academic Time Choices:

1. Students may NOT leave their Academic Time without a pass.
2. Work silently on your own homework in your Academic Time room.
3. Set up an appointment ahead of time to meet with a teacher or counselor in their Academic Time room/office.
4. Get a pass from a teacher to meet with a tutor in the “Success Center” in the Media Center.
5. Set up an appointment ahead of time to work in the Collaboration Center (Dining Hall).

***All appointments require a signed pass.**

****Any questions, please see Mr. Weitz.**

Senior Academic Time:

Seniors will be allowed to leave school for Academic Time, **SECOND SEMESTER**, if all of these requirements are met and after the third full week of the semester:

- All of their grades are above 75%
- They are in good behavioral standing with the school
- They have their parent’s approval form signed and submitted.
- If they are in a sport, they have their coach’s approval

Procedure on grade checks:

- Grade checks will be held weekly.
- If the student’s grades do not meet the standard, they will have to attend Academic Time until the following grade check.
- If at the next grade check, their grades are still not raised, then this process will repeat until the student can improve their grades.
- The CARE Team (Counseling Dept.) will have a list of students without the privilege to leave.

Procedure on students leaving:

- Students will not have to check in with their Academic Time teacher
- Teachers will receive a list of names of who to expect in Academic Time after every grade check.
- If students decide to skip Academic Time, the consequences include, but are not limited to, detention, Saturday school, and loss of waiver for 2nd offense, and loss of opportunity for the remainder of the semester.
- The student is responsible for checking PowerSchool for eligibility (all grades above 75%).



Inclement Weather Policy

If classes are cancelled, all afterschool activities are canceled as well. Occasionally, we will call for an “early dismissal” if we determine that the roads will worsen over the school day. If we dismiss early, then all after school and evening activities are automatically cancelled. We will notify parents using our School Messenger program and media outlets will be used with the designation of St. Michael the Archangel Catholic High School or SE Jackson County Catholic Schools.

A Statement from the Diocese: Prescription and Non-Prescription Medications

While the diocese/parish/school/early childhood center is not obliged to supply, dispense or administer medication to children/youth, in certain circumstances, medication or treatment is necessary for children/youth to be able to remain in the school/center or participate in diocesan/parish/school/center sponsored activities. The child/youth’s physician needs to send a written order for any prescription medication. This order must include the name of the drug, the dose, the time of the dose, the length of the time the medication is to be given, instructions for administration, possible adverse effects and emergency instructions. Prescription medications must be in the original container with the original prescription label. The prescription label may serve as the physician’s authorization. Accompany this prescription medication with a Consent for Medication form signed by the parent/legal guardian.

The ministry/school/center will not dispense over-the-counter medications without written authorization from both the child/youth’s physician and parent/legal guardian. All nonprescription medication shall be in the original container and labeled by the parent/guardian with the child/youth’s name. A Consent for Medication form signed by the physician and parent/legal guardian should accompany the over-the-counter medication. Over-the-counter medications will not be dispensed more than the manufacturer’s recommended dose and frequency, unless authorized from the youth’s physician.

The nurse has the right to refuse to administer any medication the nurse believes is not in the best interest of the student due to dosage, side effects, or other concerns. To protect the health and safety of students, the nurse will clarify, when necessary, any medication order.

Children/youth are not allowed to carry medications (prescriptive or over-the-counter) with them. All medications are to be kept with trained staff members. Children/youth may be allowed to carry and self-administer asthma or other medication for life threatening conditions with proper authorization through the health care provider and diocesan/parish/school/center staff.

Should you have any questions regarding this medication policy, please contact the school/center/ministry. We work very hard to ensure the safety of your child/youth as well as all those in our care.

Illness Policy

If your child calls you from their cell phone saying that they are not feeling well, please ask that they go to the nurse’s office. The nurse will assess their situation and call you if needed. When a student has a temperature of 99.6 degrees or higher, he/she will be sent home from school. The student must be fever-free (99.5 degrees or



lower without Tylenol or Ibuprofen) for 24 hours before returning to school. Also, if the student is ill with vomiting or diarrhea, please keep him/her home until these symptoms are not present for 24 hours.

Immunization Policy

Each student must have the State of Missouri immunization requirements and a copy of those immunizations must be on file before a student will be admitted to class. This includes a Tetanus booster every ten (10) years. It is the parent's responsibility to provide complete and up to date immunizations on their student. Students may be excluded from school if their immunization record is incomplete.



Student Conduct

School Membership—Good Citizenship

The status of “St. Michael the Archangel Catholic High School Student” is a privilege to be guarded, protected and celebrated. A student’s behavior away from school and not during the school day can negatively impact our school’s reputation and the smooth operation of our community. An SMA student cannot use the excuse, “but I wasn’t at school.”

PBIS – Student Behavior Expectations

At St. Michael the Archangel Catholic High School, our goal is to create a climate and culture that teaches, rewards, and promotes positive behaviors that reinforce our mission of Knowing Truth, Loving God, and Serving Others. Inspired by the fundamentals of School-Wide Positive Behavior Interventions and Supports (aka PBIS), expectations of student behavior are clearly and positively stated on our School-Wide Behavior Matrix. Additionally, each staff member has created a Behavior Matrix for their own classroom with the goal of reducing the amount of confusion a student may experience moving from one setting to another. Throughout the school year, incentives and privileges will be given to reward students for their positive behaviors at SMA.

Additionally, to help those that may be struggling with behavior at SMA, PBIS strategies will be utilized to help assist these students.





THE GUARDIAN WAY

	CHAPEL	ALL CLASSROOMS	HALLWAY	RESTROOM	COMMONS & LEARNING STAIRS	BEFORE AND AFTER SCHOOL	GAMES AND ASSEMBLIES
BE SAFE	<ul style="list-style-type: none"> *Enter and leave in an orderly fashion *Leave bags outside the chapel 	<ul style="list-style-type: none"> *Enter and exit with care *Use technology appropriately as directed by your teacher *Backpacks and phones in your locker 	<ul style="list-style-type: none"> *Keep you and your belongings to yourself *Enter/exit with care 	<ul style="list-style-type: none"> *Always wash your hands *School rules apply in this space *Enter/exit with care 	<ul style="list-style-type: none"> *Keep your food, your body, and your belongings to yourself *Walk carefully 	<ul style="list-style-type: none"> *Move quickly to your activity *Stay with your coach, teacher, or sponsor *Buckle up and ride/drive with care 	<ul style="list-style-type: none"> *Enter and exit in an orderly way *Keep aisles clear of personal belongings *Listen to the instructions of the person in charge
BE INVESTED	<ul style="list-style-type: none"> *Participate vocally in the prayers and songs *Be attentive to the prayers, readings, and homily at Mass 	<ul style="list-style-type: none"> *On time, logged on, engaged, and ready to own your work *Finish/submit all work on time *In Uniform *Check and respond to emails *Commit to the 20/20 rule 	<ul style="list-style-type: none"> *Keep it clean and clutter free *If you see trash, please pick it up *Put all furniture back in its proper place *Walk and talk 	<ul style="list-style-type: none"> *Clean up after yourself *Flush is a must 	<ul style="list-style-type: none"> *Keep it clean and clutter free *Put all furniture back in its proper place. *Report and help clean spills and messes *Recycle if you can *Know the status of your lunch account 	<ul style="list-style-type: none"> *Participate in extracurricular activities *Represent SMA well *Complete homework before it is due *Remain in good academic standing 	<ul style="list-style-type: none"> *Cheer for SMA *Attend as many events as possible *Give your attention to the subject or theme of the assembly
BE REVERENT	<ul style="list-style-type: none"> *Genuflect when entering or exiting the pew *Be silent in the presence of Christ in the tabernacle *Direct your thoughts toward God 	<ul style="list-style-type: none"> *Complete your own work *Allow teaching and learning to occur *Accept redirection and constructive criticism *Face the crucifix during all prayers 	<ul style="list-style-type: none"> *Move with a purpose *Use an indoor volume *Stop, look, and listen to adults 	<ul style="list-style-type: none"> *Move quickly and quietly *Respect privacy *Technology free zone 	<ul style="list-style-type: none"> *Know the moment and be respectful of it. *Allow others to peacefully do what they need to do (eat, study, reflect). *Mass and Lunch are technology free 	<ul style="list-style-type: none"> *Model our mission in public, at practices, and competitions *Treat the places we travel to with respect *Be Coachable 	<ul style="list-style-type: none"> *Be respectful of the moment (pre game prayers, national anthem, etc.) *Respect the effort of your fellow classmates *Positive cheers for SMA ONLY!
BE EXCELLENT	<ul style="list-style-type: none"> *Be open to grace; seek to love others as Christ has loved you. *Respond to the graces you receive by putting virtue into action 	<ul style="list-style-type: none"> *Proactively communicate *Strive for mastery on every assignment *Honor the commitments you make to teachers and parents 	<ul style="list-style-type: none"> *Help others get to class on time *Have 5/80 Vision. Use the 5 minutes between class so you can engage for your 80 minute class 	<ul style="list-style-type: none"> *Think proactively and use the restroom before Mass and class. *if you see something, say something 	<ul style="list-style-type: none"> *Engage others in conversation *Make other students feel included and welcome *Lead and encourage others to clean up *Move and join someone sitting alone 	<ul style="list-style-type: none"> *Strive for victory *Strive for mastery in your activities *Proactively communicate with your coaches and sponsors *Be the best teammate 	<ul style="list-style-type: none"> *Encourage others to engage in assemblies and attend games *Organize events that will promote the mission of our school



BE GRATEFUL	<ul style="list-style-type: none"> *Tell the Lord, "Thank You" for His many blessings *Take care to keep the chapel a fitting space for the worship of God. *Be mindful of the privilege of having a space and time for prayer 	<ul style="list-style-type: none"> *Respect that everyone at SMA has the right to learn *Give attention and effort to your teacher and their instructions *Stand and face the flag during the Pledge of Allegiance 	<ul style="list-style-type: none"> *Avoid using technology *Speak with kindness *Make eye contact, smile, and greet people on your way to class 	<ul style="list-style-type: none"> *Pick up your trash and any other trash that you see *Report any problem(s) to a staff member 	<ul style="list-style-type: none"> *Have your Student ID or cash ready to go *Avoid wasting food *Only touch the food you intend to buy *Be kind and thankful to our cafeteria and custodial staff 	<ul style="list-style-type: none"> *Give your attention, effort, and respect to your coach, sponsor, and team *Care for the equipment your school has purchased 	<ul style="list-style-type: none"> *Show positivity at all assemblies and events *Thank participants for their hard work and effort *Have fun enjoying your school and fellow students
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Computer Policy

St. Michael the Archangel offers a comprehensive one-to-one laptop initiative for students. The purpose of laptops, computers, use of the Internet, and software is to facilitate communications in support of education and research that is consistent with educational objectives and the mission for St. Michael the Archangel. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

St. Michael the Archangel provides access to the school network and school Internet. St. Michael the Archangel will provide access to specific computer software applications. Web-based programs utilized include, but are not limited to: textbooks, student information systems, and other sites as designated by teachers and administration. Networks include all voice, video and data systems, including the school's internal network and the Internet.

St. Michael the Archangel provides application and internet content filtering on all student computers. Reasonable efforts are made to restrict access to inappropriate applications and web sites. St. Michael the Archangel staff randomly monitors and supervises the use of student computers. The use of school technology systems is a privilege and may be revoked at any time. Parents may elect as part of the enrollment process to relax some of the application and internet content filtering outside of normal school hours.

Students are responsible for their computer. Anything done on their computer is the responsibility of the student, whether it is done by them or someone else. Students and parents agree to the SMA Acceptable Use Policy and the SMA Student Laptop Agreement as part of the enrollment process. Copies of both of these policies are viewable on the SMA website.

Appropriate Laptop Use – Tampering and Abuse Defined:

- Tampering or attempting to create accounts on your laptop or modifying the operating system or other school-provided applications for any reason is considered abuse of school policy.



- Attempts to access/install blocked apps or features-- including (but not limited to) Console, Screen Share, Terminal, Admin networks and passwords, locked System Preferences, Firmware Boot Mode and using cell phone hot spots will result in immediate laptop confiscation.
- Attempts to circumvent JAMF, Lanschool, or Lightspeed blocks, the use of proxies or other means to circumvent content filtering, or online searches to find related information, will result in immediate laptop confiscation.
- Unauthorized use of or attempts to access any student or teacher laptop other than the student's own will result in disciplinary action.

Consequences of Tampering or Abuse:

1st Offense

- Detention
- Loss of laptop for forty-eight hours

2nd Offense

- Detention
- Loss of laptop for one week
- Meeting with Dean of Students
- Possible record of misconduct

3rd Offense

- Detention
- Loss of laptop privileges (length of time will be set by Dean of Students).
- Meeting with Dean of Students
- Possible record of misconduct
- Possible prosecution for criminal activity

Electronic Devices

Any device capable of sending and receiving messages may be used during passing periods. Any student using an electronic device inappropriately during the day will have it confiscated and they may pick it up at the end of the day with a \$10 payment. Cell phones and other electronic devices capable of sending messages must remain put away out of sight during all class periods. Repeat violations may result in further discipline.

Lunchtime and community time will be deemed technology free in order to promote a culture of authentic, personal interactions between students and staff. Email and text messaging should be utilized only when in-person contact is not possible.



Health and Wellness Program

The St. Michael Health and Wellness Program is committed to helping students create a healthy and safe lifestyle through education, prevention strategies and empowerment. Our program exists to model good decision making that is aligned with our Christian faith. Our goal is to provide an evolving curriculum which reflects current issues and nurtures the heart, mind, body and soul of each individual student. We want to empower students to make decisions that enhance their God given potential so they may know truth, love God, and serve others.

Educate	Prevent	Empower
<ul style="list-style-type: none"> Assemblies Health Class Student Handbook Catholic faith Dignity of human person Theology of Body Theology class Monthly awareness assemblies Age specific retreats Healthy food choices in our Cafe Full time counselor Full time nurse Full time social worker 	<ul style="list-style-type: none"> Community house system Fellowship Groups Drug testing Bullying policy Tobacco policy Christian Leadership program Drug and Alcohol Policy Technology and use agreement policy Security System Lanschool Social Media Policy Partnership with Lee's Summit Police and Jackson County Sheriff 	<ul style="list-style-type: none"> Community System Retreat system Random Drug Test Christian Service Project Daily Mass Reconciliation PBIS Virtue of Month Adoration Full time counselor Full time nurse Full time social worker Clubs and Activities Fitness Center Professional Learning Communities Academic Time Extended hours to meet family needs



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Drug and Alcohol Policy

At St. Michael the Archangel, we strive to maintain an environment that is free of alcohol and drugs. Our drug and alcohol policy is aligned with our Health and Wellness Initiative. At the center of our efforts we aim to *educate, prevent, and empower* students to be proactive in a shared desire for a healthy, drug and alcohol free environment. SMA is committed to providing proactive activities, and proactive communications with students and families. Our expectation include a shared partnership with parents who support our efforts to reach these goals, and expect the same from their student(s). Additionally, any parent who sponsors a party where alcohol and/or drugs are made available to students may cause his/her child to face disciplinary consequences.

Student Random Drug Testing

To promote a drug free environment and to provide an incentive to avoid illegal drug use (i.e. ... “I can’t do this because they test at my school.”), SMA will conduct student random drug testing, administered by Employee Screening Services, Inc., of Springfield, MO. Throughout the year, Employee Screening Services will test a number of students, selected at random. Students chosen at random will be asked to submit a sample of saliva. Samples which test positive will be forwarded to their laboratory for confirmation. Upon confirmation, parents will be contacted in an effort to inform them of the issue and to begin the process of helping the student. The test results will remain confidential and will not be included in any permanent record or disclosed to law enforcement agencies. A student who refuses to cooperate with the testing program will be subject to suspension and/or expulsion.

Under the Influence

Students who are suspected of being under the influence of drugs or alcohol at school, or at any school function, are subject to an immediate drug test. Upon the results of that test (if positive), the student will be immediately suspended and parents will be asked to pick up their child. The student will then meet with the school disciplinary committee to determine if any further action(s) are required prior to returning to school.

Selling Drugs

Students who sell drugs will be immediately expelled from school and law enforcement authorities will be notified.



Communication Policy

Communication with Students: No teacher shall initiate or respond to communication with a student unless the student is enrolled in the school and the communication is related to school matters and the communication is conducted through a school device or school-sponsored platform. Teachers may send and/or respond to student letters, provided that the letter/ response is sent to the student in care of the parent/legal guardian and such correspondence is approved by the principal. Communication conducted via a personal device may be appropriate in certain circumstances (e.g. a coach texting a last minute practice or game change) as long as such communication is restricted to school matters and available for review by the school principal.

Communication with Parents/Legal Guardians:

With regard to communication of student progress to parents and/or legal guardians, SMA recommends in-person meetings or phone calls in order to better facilitate effective communication. When in-person or phone meetings are not possible, email will be utilized.

Tobacco, E-Cigarettes, and other Vaporizing Devices

St. Michael the Archangel Catholic High School is a “tobacco free” school. No tobacco products may be used by any person while on the school grounds.

For students, the possession or use of tobacco will be a \$50 fine and notification of parents. For a second offense, the student must enroll in an administration approved tobacco education program. Further consequences will be determined by the administration.

For the purposes of this policy, electronic cigarettes, hookah pens, and similar vaporizing devices are considered to be "tobacco" items under this policy regardless of whether or not they contain nicotine.

Other Contraband Materials

Contraband materials include weapons of any kind fireworks, or explosive materials. These materials are not permitted at school, on school grounds, or at school sponsored activities (on or off the SMA campus).

Immediate disciplinary action, which may include expulsion will result for those students who are in possession of a weapon of any kind or who are engaged in the use of explosive materials or fireworks at school or at school sponsored activities (whether on or off the SMA campus.)

Vandalism

Any student participating in any act of vandalism or "pranking" to or on SMA property may be indefinitely suspended and will be subject to expulsion and possible legal action. The administrative team will determine the consequences for any act of vandalism and/or pranking. Consequences may include loss of eligibility and restriction from all activities (e.g. prom, baccalaureate, graduation, etc.)



Harassment

Harassment is defined as verbal, nonverbal, internet, or physical conduct that bullies, threatens, insults, demeans, or abuses a person for any reason. This includes hazing and initiation. A characteristic of harassment is the creation of an environment that interferes with a person's ability to function normally within the school community. Everyone has the responsibility to create a school environment free of fear, intimidation, and/or hostility. A student who alleges sexual harassment by another should report it to any faculty member, counselor, or administrator. Upon any reported act of sexual harassment, an investigation will be conducted, and further consequences may be enforced.

Social Media Policy

When there has been a valid concern raised about student use of social media, school administration will address this directly with the student. The first course of action will be a request to review the student's device (cell phone, computer etc.) Refusal to share passwords or access to the device will result in disciplinary action.

Sexual Harassment Policy

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature, including references to sexual orientation. Sexual harassment is illegal and may include, but is not limited to, verbal or written/graphic harassment or abuse, jokes of an inappropriate sexual nature, subtle pressure for sexual activity, demanding sexual favors accompanied by implied or overt threats or inappropriate touching. A student who alleges sexual harassment by another should report it to any faculty member, counselor, or administrator. Upon any reported act of sexual harassment, an investigation will be conducted, and further consequences may be enforced.

Fighting

Fighting and physical intimidation are expressly forbidden. Students who find themselves in conflict with another student are expected to seek assistance in resolving that conflict before a physical altercation occurs. Verbal and/or physical confrontations may result in a suspension for **ALL parties** involved. Upon investigation, the administration will determine if and when the students will return to school. If allowed to return to school, the students involved in the incident will be required to meet with Disciplinary Committee and determine next steps.

Inappropriate Language

Inappropriate language is unacceptable behavior. Inappropriate language includes, but is not limited to, obscenities, racial/ethnic slurs, and language of an explicitly violent or sexual nature. Students who use inappropriate language may be assigned a detention. Additional incidents may result in more serious consequences to be determined by the administration.



Fire Drills

Students are expected to leave the building in an orderly, quiet manner as quickly as possible, following the directions of school personnel. Deliberately setting off a false fire alarm or tampering with a fire extinguisher is illegal. Any student who deliberately sets off a false fire alarm or tampers with a fire extinguisher faces immediate disciplinary action, including expulsion and possible criminal prosecution.

Theft

The school is not responsible for the lost or stolen items. Students are responsible for their own property. They should never share lockers or locker combinations. If a student discovers that a theft has taken place, it should be reported to a teacher and/or an administrator. An investigation will take place and disciplinary action may result. Students who are found to be in possession of another person's property without permission may be sent before the Discipline Committee. Law enforcement will be notified whenever appropriate.

Public Displays of Affection

Public displays of affection are regarded unfavorably whether the action occurs during the school day or at activities. Students who are engaged in such activity will be assigned a detention. Further incidents may result in more serious consequences to be determined by the administration.

Food/Drink/Gum

Food and drink (other than bottled water) are restricted to the commons and learning stairs. Vending machines are for use during lunch, before, or after school. Gum is not allowed. Five dollar food and gum fines will be imposed for violations of the policy. Excessive fines may result in further disciplinary actions determined by administration.

Lunch

Visitors from other schools are not permitted at lunch. In order to promote a culture of community and intentionality, lunch will be technology free. Students are expected to clean up after themselves. They may be asked to wipe down tables, stack chairs. This would include the learning stairs, the circle drive and anywhere where food is consumed.

To help keep meals affordable for all families, we encourage students to bring their own lunch and breakfast. Our hot breakfast and lunch program is voluntary. It is the responsibility of our parents to ensure that their student has food or money to purchase a hot breakfast or lunch. In an emergency where students do not have money to pay for a meal in our cafeteria, a small meal, chosen by our kitchen manager, will be provided for a nominal fee (i.e. a bowl of cereal, pb&j sandwich etc). Parents will be contacted on the same day of any charge in order to address negative balances. No student will go hungry; however, charging with a negative balance for food items is prohibited.



Detentions

A detention will be issued for major infractions of school policies. Students who miss a detention will be assigned a Saturday detention and charged for the cost to pay a staff member to supervise.

Discipline Committee

Some students may be referred to the Discipline Committee based on the severity of the violations to our Student Handbook. In that case, the student and their parent(s) must go before the committee to help aid in the reconciliation process. Each meeting is tailored to fit the student and the situation. The committee is comprised of teachers and administrators who will develop and oversee the behavior contract for each student who comes before the committee. Students in our community must ultimately desire the good of others over themselves and understand their behavior has a direct impact on the entire community.

Suspensions

Suspension is dismissal from class(es) for a period of time. Suspensions are either in-school or out-of-school. The type and length of the suspension are determined by the administration. Parents are notified of any suspension. **Students who are suspended may not attend or participate in any school-related activities during the period of their suspension.**

Disciplinary Probation

Disciplinary probation is used to emphasize the unacceptability of a student's disciplinary record. Disciplinary probation is a period of time for the student to demonstrate behavior and attitudes consistent with the positive expectations of the school community. The length and conditions of the probation are determined by the administration. Failure to comply with these expectations may result in dismissal from St. Michael the Archangel Catholic High School. **All transfer students are automatically placed on disciplinary probation.**

Expulsion

Expulsion is dismissal from school without the privilege of re-admittance. Any student expelled from St. Michael the Archangel is not allowed to attend any activities or allowed on our campus at any time.

Parenthood

Even with the care and guidance of the student's family and school community, a student may become pregnant. The school has a dual responsibility toward both the good of the student and the common good of the school. First, the common good requires that we continue to teach the value of chastity and to oppose anything that would encourage premarital teenage sexual activity. SMA also promotes a respect for all life, especially that of the unborn, and stands strongly against abortion. In considering the good of the student(s) involved, we follow the leadership and directives of the Catholic Church which urge us, as an educational and faith community, to provide an environment where a pregnant teenager can find support, compassion and



forgiveness. We further hope to offer teenagers who unfortunately have already experienced an abortion, a spirit of reconciliation. Therefore, we will not automatically expel such teenagers from the school community. When the school learns that a student is pregnant, a conference will be held with the student (and/or student father, if appropriate), parents/guardians, administration of the school and Superintendent of Schools to establish a plan to include the following: (a) counseling for the student(s) and parents; (b) the health/medical needs of the pregnant student; (c) expectations of the school regarding attendance outside of school, and (d) expectations of the school regarding future academic development.

Anti-Retaliation Statement

Retaliation against anyone expressing a concern, raising an issue, or filing a grievance is prohibited.

TIPS Policy

It is always best to report all safety concerns and threatening situations directly to a teacher, administrator, or other adult staff member. However, if this is not possible, the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially, and anonymously, any time you know of a concerning or threatening situation, by completing an online form at <http://www.smacatholic.org/>. However, anonymously reporting a concern or threatening situation makes it very difficult for the administration to investigate or respond to the situation. If there is a possible or perceived imminent threat, the reporting party should contact 911 or the local police ASAP. School and diocesan level personnel are notified immediately when your report is submitted and your case will be investigated and appropriate action will be taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

Dress Code

An important goal of a dress code is to teach young people that different types of dress are appropriate for different settings. Parents and guardians who send their students to SMA and students who choose SMA accept the judgment of the Administration as final in matters of school policies and procedures, including dress code for a high school college preparatory environment. Students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Attire that is distracting or extreme is also prohibited. It is the parent's responsibility to ensure that the student is in correct dress code on a daily basis while on campus and at school functions.

The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation and judgment in matters pertaining to dress and personal appearance are necessary. In this area the Dean of Students is the final and sole judge of what is, or is not, acceptable for an individual student.

Most items of the SMA dress code are available through our online website. The girls skirt is available at Dennis Uniform in Overland Park-- 6322 College Blvd., Overland Park, KS 913-381-6500 Order online at www.dennisuniform.com. SMA School Code: TBA



For Girls

- Plaid or gray skirt, AOHS skirt is allowed as well
- The skirt should be no shorter than 3 inches above the knee. There will be random checks of skirt length by teachers, advisors, and administration.
- Khaki pants, no outside pockets, no rivets, no elastic band at the ankle or waist (should fit comfortably and not be visibly tight or low “rider” style)
- Belt, brown or black, plain, appropriate belt buckles,
- Polo shirts, navy, gray, or white with SMA logo in good repair and appropriate fit. **SHIRTS MUST BE TUCKED IN AT ALL TIMES.**
- Only white T-shirts with sleeves that are not visible and do not hang below the uniform shirt are permitted under the uniform shirt.
- V-Neck Sweater or Sweater Vest, navy
- Solid colored Socks or tights are required. No leggings.
- Shoes, athletic or leather (no sandals, backless shoes,)
- Quarter Zip Sweatshirt, top zip navy or gray
- Hair, well groomed, neatly arranged, natural color
- Excessive jewelry (bangles, beads), scarves, bandanas, etc. are not permitted
- Visible tattoos are not permitted
- Gang-affiliated headwear/clothing is not permitted at any time
- Any facial or body piercing (other than ear piercing) is not permitted
- Gang-affiliated headwear/clothing is not permitted at any time.
- Any facial or body piercing (other than ear piercing) not permitted
- Hats are not to be worn in the building
- No sweatshirts (other than the school uniform sweatshirt), hoodies, or jackets, may be worn during the school day
- Excessive jewelry (large chains, etc.) is not permitted

For Boys

- Khaki pants, no outside pockets, no rivets, no elastic band at the ankle or waist. Pants **MUST** be worn at the **NATURAL** waistline, should fit comfortably, and not be visibly tight.
- Polo shirts, navy, gray, or white with SMA logo in good repair and appropriate fit. **SHIRTS MUST BE TUCKED IN AT ALL TIMES.**
- V-Neck Sweater or Sweater Vest, navy
- Quarter Zip Sweatshirt, top zip, navy
- Belt, brown or black, **plain (no studs, etc.)**, appropriate belt buckles,
- Only white T-shirts with sleeves that are not visible and do not hang below the uniform shirt are permitted under the uniform shirt.
- Solid colored socks
- Shoes, athletic or leather; enclosed heel (no sandals, backless shoes, moccasins, Crocs, or boots)
- Hats are not to be worn in the building
- No sweatshirts (other than the school uniform sweatshirt), hoodies, or jackets, may be worn during the school day



- Excessive jewelry (large chains, etc.) is not permitted
- Visible tattoos are not permitted
- Gang-affiliated headwear/clothing is not permitted at any time.
- Haircut:
 - Clean shaven
 - Short, tapered box haircuts and crew cuts are acceptable
 - No unusual or exaggerated hairstyles including, but not limited to, spiked or mushroom styles, pony tails, “faux” hawks, mohawks, lines, designs, or shapes cut into the hair.
 - Hair should not fall onto the collar or forward into the eyes or cover the ears
 - Hair should be of a natural color with no designs cut into the hair
 - No hair accessories allowed
 - No “man buns,” ponytails or dreadlocks
 - Sideburns should be trimmed to the bottom of the ear

Game Day Attire

All athletes and students involved in activities will attend daily mass on game days and wear the approved game day attire. SMA white button down shirt, navy tie and khaki pants for boys. SMA white button down shirt, navy vest, and SMA plaid skirt for girls.

Spirit Dress Days

Certain days throughout the school year are designated as “Spirit Dress Days.” The Dean of Students will work with the Director of Community Life to determine appropriate attire for Spirit Weeks. Examples of appropriate dress would include but are not limited to t-shirts or sweatshirts and jeans or sweats in good condition for these casual dress days. No tights or leggings are to be worn as pants. Clothing may not be ripped, ragged, fringed, cut-off, worn or mutilated (no torn jeans). No clothing is allowed which promotes or advertises the use of tobacco, alcohol, or controlled substances or which contains graphics or slogans contrary to the values taught at SMA. **Flip flops and sandals are not permitted.**

Dress Code Violations

Students who need to shave or who need a haircut will be assigned a \$5.00 fine for the first offense; \$10 for the second offense; \$15 for the third. The student will shave in the nurse's offices and supplies will be provided. Other dress code violations (shoes, untucked shirts, sweatshirts, blankets) will be recorded in PowerSchool, may affect a student’s waiver, or a fine may be assessed.



Building and Facility

Automobiles

All cars to be driven to school must be registered with the Director of Facilities and will be charged a \$40 registration fee. Students must have a valid driver's license, insurance information, and license plate numbers at the time that they submit their parking application. Students will be given an assigned parking space.

Students who park in non-designated areas, drive unsafely, are not registered, or do not have their tag properly displayed, will be subject to a \$25.00 fine. Repeated offenses could result in the loss of driving privileges on SMA property.

Building Hours

SMA High School opens each morning by 7:00 a.m. Students who arrive early are expected to remain in the commons area and study or visit quietly. The academic wings and office will be locked at 4:00 p.m. and there is **no student supervision after that time. Students who are not involved in extracurricular activities under the supervision of a moderator or coach or who are not with a teacher should arrange to leave the building and grounds by 4:00 p.m.** Students who are waiting for practice to begin must be under the supervision of a coach or moderator.

Commons

Students are responsible for picking up their own litter and for keeping their tables and eating areas clean.

Lockers

Each student is assigned a locker in which to store his/her personal possessions. All student backpacks and carrying bags must be left in lockers for the entire day. SMA is not responsible for lost or stolen articles from a student's locker. Students should not change or share lockers or locker combinations. **Lockers are the property of the school and are subject to inspection at any time.** Inappropriate materials are not allowed in lockers. A student will be required to assume financial responsibility for malicious damage to his or her assigned locker. Problems with lockers should be reported to the Administration Office.

Visitors

Visitors to our school must report to the main office, sign in, and wear a Visitor's badge at all times. All visitors must observe our rules and regulations. We reserve the right to ask anyone to leave the premises. Authorities will be notified if necessary.



Pick Up and Drop Off Procedures

Parents or other drivers who drop SMA students off in the driveway are asked to **pull up to the curb**, drop off students who should get out on the curbside, and pull into the center, avoiding other parked cars.

Students Shuttled to SMA

Information about the SMA shuttle will be provide later in the spring of 2017

Financial Policies

As part of the enrollment process, each family must sign an annual contract, select and adhere to a tuition payment plan and pay all required fees. Students with outstanding financial obligations will not be permitted to participate in school sponsored trips. Grades, transcripts and diplomas will not be released until all financial obligations to the school have been met.

Tuition for students who withdraw during a semester will be prorated based on the number of days attended. Fees will not be refunded.

Tuition

St. Michael the Archangel Catholic High School is committed to providing outstanding resources, faculty, academic programs, technology, and facilities to the families in our community. Being good stewards of the financial resources entrusted to our school community by our families and generous donors is a top priority. We pledge to prudently and intentionally allocate resources in a way that will help further our school's mission and create a faith-filled, nurturing school environment for all students in attendance. St. Michael the Archangel will create an environment committed to empowering high school students to become formed disciples for Christ, His church, and the academic skills needed to excel in college and beyond.

SMA is committed to making Catholic education affordable for all families. As you will see below, there is about a 30% difference between the actual cost of education and current student tuition. This amount is covered by subsidies raised by the SMA Advancement Office.

Our vision is to build a community in which all contribute to the common good and to create the space for students and families to know truth, love God, and serve others. For this to happen, we foster and encourage opportunities for parents and friends to play an active role in supporting our community with the sharing of time, talent, and treasure. As we continue to develop this spirit of stewardship we encourage all families to actively volunteer throughout the year. In lieu of a fundraising commitment per family, each family will be asked to volunteer at one or more fundraising events organized and managed by the Advancement Office. There will be a minimum requirement of ten volunteer hours per family.

Scholarship and financial aid applications will be available online at smacatholic.org/tuition starting January 4th, 2018 and will be due no later than January 31, 2018. Financial aid applications are assessed by SMART Aid and awarded based on financial need. Scholarships will be reviewed anonymously by an independent



committee and awarded through the Office of the President. The committee will meet in the month of February, and recipients of both scholarships and financial aid will be notified in March of 2018.

Tuition Information

Average cost of SMA education per student	\$13,100
Tuition for registered KC-SJ Parish Family	\$9,300
Tuition for non-KC- SJ Parish Family	\$9,500
Registration Fee (per student)	\$350

Non-Merit Based Scholarships Available

Diocesan Employee Scholarship (per family)	
• Awarded to families whose parents are full-time Diocesan employees	\$1,000
Legacy Scholarship	
• Awarded to parent alumni of Archbishop O’Hara or St. Mary’s (per family)	\$500
Multiple Student Scholarship	
• For families with two students attending SMA	\$500
Total tuition for families with three or more students attending SMA:	
• Registered KC-SJ Parish Family	\$18,600
• Non-KC- SJ Parish Family	\$19,000

Other financial responsibilities for families are listed below:

Apple MacBook (new students only; provided by parents)	Price will vary - model numbers online
Standard issued laptop bag (new students only)	\$25
Retreat fee: Freshmen-Juniors	\$50
Retreat fee: Seniors	\$75
Technology fee (per student)	\$100
Activities and athletic fee (per student)	\$150
AP or dual enrollment courses	Prices will vary

Tuition payment plans may be setup as follows:

SMART Tuition will allow for tuition payments to be scheduled to be paid at the following monthly rates:

- Twelve Month
- Ten Month
- Quarterly

All families paying in installments of ten or twelve months will be required to enroll in the SMART Tuition payment auto-deduction payment plan.

Tuition payments may be paid directly to the St. Michael the Archangel business office and scheduled at the following rates:

- Annual
- Semi-Annual
- Quarterly

Financial Aid

St. Michael the Archangel Catholic High School and the Diocese of Kansas City-St. Joseph are committed to providing a 21 st -century education rooted in Catholic values to as many families as possible. We are excited to offer many different scholarships and financial aid opportunities



- The financial aid application must be fully completed for students who are returning to SMA before the deadline. Current school year tuition must be up to date for students to be considered for financial aid for the upcoming school year.
- The maximum amount of tuition assistance available to families is 60% of the current tuition.
- There is no guarantee that an application will result in financial assistance. A consistent objective formula is used based on information provided to us by an independent agency where all prospective applications are completed.
- Starting in the 2018-2019 school year, students who receive any type of scholarship or financial aid will be required to hold a minimum semester GPA of 70% or greater. More details may be found in our Student Handbook.

Financial Aid Application and Enrollment Forms are available at smacatholic.org/tuition

Scholarships

In order to make a Diocesan faith-based education available to as many willing students as possible, St. Michael the Archangel is awarding the following scholarship levels to those students who apply:

- Sunderland Scholarship
- Christian Brothers Legacy Scholarship
- Matthew C. McCullough Memorial Scholarship
- Kevin Phillips, AOHS '85 Memorial Scholarship

All scholarship recipients are required to maintain an average GPA of **70% or above in all classes to remain eligible for scholarship awards**. Grades will be evaluated at the end of each semester. Scholarship applications will be reviewed anonymously by an independent committee and awarded through the Office of the President.

Scholarship applications and recommendation forms can be completed online at smacatholic.org/tuition. Applications will only be accepted electronically, and deadlines are firm. If you do not receive an automatic reply, please contact the SMA school office. The scholarship application must be fully completed for students who are returning to SMA before the deadline. Current school year tuition must be up to date for students to be considered for scholarships for the upcoming school year.

Fundraising

All fundraising done in the name of the school involving students or parents must be approved specifically by the President's Office. This applies as well to the sale of any items.



SMA Daily Schedules

Navy Days (Typical Monday, Wednesday):

1 st Hour	8:30 - 10:00	
2 nd Hour	10:05 - 11:25	
3 rd Hour	11:30 - 1:20	
Navy Lunch	11:30 - 11:50	REPORT TO 3 RD HOUR BY 11:55
Green Lunch	12:15 - 12:35	REPORT TO CLASS BY 12:40
Silver Lunch	1:00 - 1:20	REPORT TO 4 TH HOUR BY 1:25
House Time	1:25 - 1:40	
4 th Hour	1:45 - 3:05	
Divine Mercy Chaplet	3:05 - 3:15	

Green Days (Typical Tuesday, Thursday):

5 th Hour	8:30 - 10:00	
House Time	10:05 - 10:50	
6 th Hour	10:55 - 12:45	
Navy Lunch	10:55 - 11:15	REPORT TO 6 TH HOUR BY 11:20
Green Lunch	11:40 - 12:00	REPORT TO CLASS BY 12:05
Silver Lunch	12:25 - 12:45	REPORT TO 7 TH HOUR BY 12:50
7 th Hour	12:50 - 2:10	
Academic Time	2:15 - 3:05	
Divine Mercy Chaplet	3:05 - 3:15	

Silver Days (Typical Friday):

1 st Hour	8:30 - 9:15
2 nd Hour	9:20 - 9:55
3 rd Hour	10:00 - 10:35
4 th Hour	10:40 - 11:15
All School Mass Lunch/Confession	11:20 - 12:05 12:10 - 1:05
5 th Hour	1:10 - 1:45
6 th Hour	1:50 - 2:25
7 th Hour	2:30 - 3:05
DMC	3:05 - 3:15





The Administrative Team of St. Michael the Archangel is the final recourse and reserves the right to amend this handbook. Parents and students will be given prompt notice of any changes



ST. MICHAEL *the* ARCHANGEL CATHOLIC HIGH SCHOOL

KNOW TRUTH | LOVE GOD | SERVE OTHERS