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 expectations 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.
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Administrative Interpretation of Handbook

The school administration 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 at any time. An electronic version of the SMA handbook can be found at smacatholic.org and families will be informed of any changes.

Additionally, SMA school rules and policies may apply to activities and behavior away from school and during times other than the school day.
St. Michael the Archangel Faculty and Staff

Senior Administration

Rev. Randolph Sly                          President
Mrs. Jodi Briggs                          Principal
Mrs. Stacy Needels                       Development Director

Academic Administration

Sr. Jude Andrew                          Community Life Director
Mr. Rob Putthoff                         Facilities Director
Mr. Jack Alsbach                         Integrated Technology Specialist
Mr. Kevin Page                           Assistant Principal
Mr. Rich Weitz                           Assistant Principal/Activities Director

Academic Office

Mrs. Kimberly Berry                      Academic Administrative Assistant
Mrs. Tammie Glasgow                      Guidance Counselor
Ms. Elizabeth Polina/Mrs. Lisa Haggerty  School Nurse
Mrs. LaShea Wilson                       Registrar/Systems Manager
Fr. Olvin Giron                          Chaplain

Advancement Office

Mr. Colin Karr                          Director of Communications and Enrollment
Mrs. Katie Lucas                        Advancement Administrative Assistant

Staff

Mr. Joe Murphy                          Custodial Support
Mrs. Amy Byrne                          Kitchen Manager
Mr. Bernie Lillig                        Technology Support
Department Chairs

Mrs. Mary Kroening  Mathematics Department Chair
Mrs. Audrey Hihn   Extended Learning Department Chair
Mrs. Ericka Lohman  English Department Chair
Mr. Steve Loecker   Science Department Chair
Mrs. Anna Favrow    Business Technology Department Chair
Mr. Richard Raney   Fine Arts Department Chair
Ms. Gina Rubio      World Language Department Chair
Mr. Kenny Wachter   Theology Department Chair
Mrs. Melissa Wiehn   Social Studies Department Chair

Faculty

Mr. Travis Corbin   Social Studies
Mrs. Christina Hymer Mathematics
Mrs. Claudine Evans French
Mr. Hunter Eisenmenger Music
Mr. Joe Hollo       Latin/Guided Studies
Sr. Jude Andrew     Theology
Mr. Trevor Kocour   Social Studies
Michelle Tranckino  Theology
Christine Loftis    Performing Arts
Sr. Peter Grace    English
Sr. Mary Cecilia   Mathematics
Mrs. Nancy McCoy   Exceptional Education
Sr. Isaac Marie    Science
Mr. Francisco Delgado Spanish
Mr. Carlos Moreno  English
Mrs. LaShea Wilson Yearbook
Mr. Mark Scanlon    Physical Education
Mr. Jim Brady       Aviation
Mr. Kyle Sellnow   Theology
Mr. Andrew Pitts   Science
Ms. Sheridan Zarda  Mathematics
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 thou 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, 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 wickedness 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, cast into hell Satan and all evil spirits who prowl throughout the world seeking the ruin of souls. Amen.
Apostle’s 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

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, Who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasions of sin.

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

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.

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.
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.

● 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 student 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, 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

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.

● 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 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.

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.

**St. Michael the Archangel Charism Awards**

The following awards will be awarded to those students who embody our charisms of truth, love, and service. These students understand what it means to **Know Truth, Love God, and Serve Others**.

**Criteria**

Awarded to one freshmen boy and girl, one sophomore girl and boy, one junior girl and boy. Freshmen will vote freshmen, sophomores will vote for sophomores, juniors will vote for juniors, seniors will vote for seniors, teachers will vote for all four grade levels. There may be multiple award recipients at the senior level. Seniors will receive a plaque and we will ask faculty to write one or two sentences about the senior receiving the award.

**Guardian of Truth**

- Displays Truth
● Defends Christ
● Is Invested in our Community
● Recognizes Christ in Others

The **Guardian of Truth Award** is given to those students who exemplify, “Knowing Truth.” They are a student who strives to defend Jesus and the tenets of our Catholic faith. They are a student who sees Jesus in others. And, they are a student that sets an example of faith that reflects the mission St. Michael the Archangel.

**Ambassador of Love**
- Generous
- Humble
- Empathetic
- Compassionate/Caring
- Reverent

The **Ambassador of Love Award** is given to those students who exemplify, “Loving God.” They are a student who is a generous giver of their time and energy. They are a student who is humble and gracious. They also provide the compassionate and caring spirit that sets an example of love that reflects the mission of St. Michael the Archangel.

**Champion of Service**
- Service-oriented
- Responsible
- Dependable
- True Friend to Others
- Servant-leader

The **Champion of Service Award** is given to those students who exemplify, “Serving Others.” They are a student who has the spirit of a servant-leader. They are a student who is willing to accept responsibilities in the service of their school and their community. They also provide the friendly spirit that sets an example of service that reflects the mission of St. Michael the Archangel.

**Liturgy Participation**

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.

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 religion, 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 a House Mentor and Community Dean 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 a House Captain. He/She is responsible for leading House in conjunction with the Mentor Teacher.
● Each house will elect a Class Captain. He/She is responsible for supporting the House Captain.

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 a liaison between the student body and the Director of Community Life.
Student Leadership

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 Administration, 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
The most important individual to support the vision of the Community/House System is the Mentor Teacher. On a practical level, they have to enforce the rules of House time (such as no computers being out or school work 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

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

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. Most 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 and students are not ranked. Students enrolled in honors 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.

Graduation Ceremony Expectations

In order to participate in the Graduation ceremony and receive a diploma and transcript from St. Michael the Archangel, all students must meet the following guidelines:

- Christian Service Hours Complete
- Academic Requirements and Exams must be complete
- Attend and participate in graduation practice
- Attend and participate in the final All School Mass and School Awards Ceremony
- Participate in the Baccalaureate Mass
- Be in good standing with the Assistant Principal/Activities Director.
- Be in good standing with the School Business Office, including any and all tuition fees, lunch account fees, and any other fines.
- Dress and behave appropriately during the graduation ceremony.
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. All students will work with the Guidance Counselor to ensure that Graduation requirements are met and a plan for post-graduation learning is established.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Aviation</th>
<th>Business/Computer Science</th>
<th>Human Services</th>
<th>Engineering/Industrial Tech</th>
<th>Healthcare</th>
<th>Performing Arts/Communications</th>
</tr>
</thead>
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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 grades.**

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.

1. **Grade Checks**

   Grade Checks for all students in activities and athletics begin the fourth Friday week of each semester. Grade Checks will be run each subsequent Friday morning. Students will meet with the Activities Director and inform their parents, teacher and coach via email that they will be placed in study hall if they have:
   - one grade below 65%
   - two or more grades below 70%
2. **Mandatory Study Hall**

   Every student assigned to Mandatory Study Hall must attend one session daily for the entire week and until all grades are at least 65%. Study hall sessions are from 7:15 – 7:55 am or 3:20 – 4:00 pm when school is in session.

   Alternatively, students may meet with specific teacher in place of a mandatory Study Hall. A Study Hall pass from the teacher must be presented by the student to the Study Hall Supervisor each day the student plans to leave Study Hall.

   Coaches, parents, and the teacher whose grade needs to be improved will be informed by the student that they will be in Study Hall. Any Study Hall absences will be communicated to the aforementioned and their eligibility may be impacted.

   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.

**Academic Dishonesty**

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, parents will be notified, and if necessary, follow-up from Administration. A second incident of academic dishonesty 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.

**Eligibility**

**Academic**

Any student failing two or more classes for a semester will be placed on academic probation. The student will be referred to the CARE Team for an academic plan. Students who are on academic
probation for two consecutive semesters 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.

**MSHSAA**

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility.
- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

**Credit Recovery**

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 Opportunities**

St. Michael the Archangel Catholic High School supports student learning. Some students may need additional time and/or resources to demonstrate academic success. Students may be assigned to an Extended Learning Opportunity. 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 Assistant Principal (due to unsuccessful or missed Study Hall time), the Counseling Team, or at the discretion of the Administrative Team. “Extended Learning Opportunities” will be on days that other students are not required to be 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.
If a student is assigned an Extended Learning Opportunity, late work and tests will be accepted for full or partial credit. If a student does not participate in the opportunity the late work that could have been turned in will not be accepted.

**ACT Honor Guard**

A student who receives an ACT score of 30 or above will be recognized upon their graduation from St. Michael. This group will also be recognized with a nameplate and their graduating year on a plaque at St. Michael the Archangel.

**Latin Honor Awards - UPDATED SUMMER 2019**

Students eligible to graduate with academic honors are those students who have at least 4 semesters of credit from St. Michael the Archangel and meet the criteria listed below.

*Summa Cum Laude:* These students are graduating in the top 5% of their class and have taken at least 2 honors courses their junior and senior year. *These students are identified at graduation with a navy cord.*

*Magna Cum Laude:* These students are graduating in the top 10% of their class and have taken at least 2 honors courses their junior and senior year. *These students are identified at graduation with a green cord.*

*Cum Laude:* This honor is given to any senior who graduates with a cumulative grade percent average of 90% or higher. *These students are identified with a silver cord.*

**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:**

- Be in good academic standing and on track for graduation (copy of credit check from counselor required).
- Be enrolled in a theology, government, English and math class
- Have transportation to site (school will not provide transportation)
- Attend All School Masses and all House activities.
- Students need to arrive back to SMA immediately following the end of their off-site class
- Provide High School Internship application with Pre-Internship checklist and Internship Permission form (these forms are located in the Counseling Dept.)
- Provide a monthly time-log
● Provide a weekly internship journal reflection of experiences and learning. These entries may include observations, highlights, criticisms, and explanations of their experiences.
● Have a formal presentation/paper covering all experiences. This presentation/paper will be no more than 5 minutes/two pages in length.
● Student must return the internship packet to the Senior Explorations teacher with appropriate signatures.

**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:

- Monitor your student’s attendance, and performance at both schools
- Family is responsible for transportation to and from both schools

**Semester Exams**

Students that do not take their exam will receive an *Incomplete* for the course until the final is completed. If arrangements for making up the exams are not made by the end of exams, the student will receive an Incomplete, and thus, no credit for the course. In the case of seniors, exams 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 no more than 10 tardies (this includes first and fifth hour). No waiver will be issued until all fines are paid and all athletic 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.

**Transfer Students from other schools**

Transcripts from your previous school (this includes any homeschool) must be on file with our registrar before any academic credit can be received at SMA.

**Withdrawals**

Families who choose to withdraw from St. Michael the Archangel Catholic High School should request a Withdrawal Form from the Advancement Office. This is to be signed and returned by a parent. All school issued equipment (textbooks, athletic equipment, etc.) must be returned along with the Withdrawal Form. The student computer will not be reset to its factory settings, nor will transcripts be released until all withdrawal obligations, including financial, are fulfilled.
Extracurricular Activities

Extracurricular Participation or Attendance
A student may **NOT participate OR attend** games, practices, or performances if any of the following occur:

- Student is absent for the entire day
- Student arrives to school after 11:30
- Student leaves school any time during the school day without school permission
- Student is suspended

The Activities 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 “creditable 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.

**Extracurricular Activities**

**Eligibility**

Students assigned to Mandatory Study Hall for two or more consecutive weeks are not eligible for co-curricular competitions, games, and performances until all grades are at least 65%. All situations involving eligibility are reviewed weekly by Administration.

**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 Activities 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 10:30 p.m. Doors close at 8:30 p.m. and open at 10:00.
- 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.
- Suggestive dancing, lewd behavior and public displays of affection will not be tolerated. SMA Administration reserves the right to ask any student to leave for any reason. If students are asked to leave their parents will be called.
- Guests for dances must be registered with, and approved by the Administration prior to the dance.
- Student may host a student from another school if the proper forms are filled out prior to the dance, and the guest is under the age of 21. The Outside Guest Form may be picked up in the front office.
- Administration reserves the right to refuse any outside guest.
- Guests are subject to the SMA code regarding dress and conduct.
• Students who have been asked to withdraw, or expelled from SMA are not allowed at the dances.
• SMA staff members, and local law enforcement will supervise all dances.
• Students who appear to be under the influence will be tested for drugs and alcohol. Parents will be notified to pick up their student if the test is positive.
• Purses, bags, and jackets will be searched.
• Freshman students will not be allowed to participate in formal dances.
• Freshman students may be invited to certain mixers.
• Prom is for juniors and seniors only. Sophomores may attend if invited by an upperclassman.

Attire at School Functions

Students are reminded that the rules governing Christian modesty in appearance are consistent for all school functions regardless of where, 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 student(s) 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, revealing, or tight.

Logo Use

The use of the St. Michael the Archangel Catholic School name or logo is prohibited unless approved by the school.
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 arrive on time. Students with 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 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 notify the attendance office before 8:30 am, 816-499-8600/nurses@smacatholic.org, to report a student’s absence.

Tardies

Students are expected to be in their first class, ready to learn at 8:30 AM. Prayers and announcements will begin at 8:35 (or at the conclusion of Mass). Students that arrive to school after 8:30 will be held in the office until after the conclusion of morning prayers, given an admit slip, and will go directly to their first class. Tardy students will not be allowed to go to their lockers, so any personal items, with the exception of their student laptop bag will be kept in the front office until the end of the first class. Students that are tardy must have an admit slip to enter their first class.

Students who are tardy to class (5) times will receive a week of lunch detention. Students who are tardy to class (10) times will receive a second week of lunch detention and will be ineligible for an exam waiver. Tardies after (10) will result in further disciplinary actions, including a hearing before the discipline committee.

Absences

When appropriate, a doctor’s note should be provided for any student absence. These notes will be kept in your student’s permanent file. After six absences from a class, the parent will be notified.

Ten absences from a class in a semester is defined as “excessive.” A parent meeting will be held to determine further consequences and establish an attendance contract. Excessive absences can result in a loss of credit and 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 and the school. 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 occurs when a student fails to report to an assigned class, lunch period, or House, without an excuse from school personnel. Truant students will receive a detention for each period missed. A second offense of truancy will result in a suspension and a conference with an administrator, the student, and parents.
Truancy from School: occurs when a student fails to report to school or arrives at school and leaves the premises without parental permission or an excuse from the administration. Students who are truant from school will serve an in-school suspension. Additional truancy offenses will result in further actions from the Discipline Committee.

Early Dismissal

Parents must notify the school office if a student is to be dismissed early. The student must follow check out procedures, otherwise 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 the 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 are in Guardian Time, or have a signed pass to meet with a teacher, a college recruiter, etc. 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 and obtain a pass, prior to Academic time, to meet with a teacher or counselor in their Academic Time room/office.

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:

- Grades are above 80%
- Good Discipline Record
- Signed and submitted parent approval form.

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. The student is responsible for checking PowerSchool for eligibility (all grades above 75%).

**Inclement Weather Policy**

If classes are canceled, all school activities involving the public are canceled. If conditions improve, voluntary practices may be scheduled with administrative approval. Occasionally, an early dismissal will be called if it is determined that road conditions are deteriorating during the school day. We will notify parents via email, phone, and media outlets.

Administrative decisions concerning cancellation, early closings or delays will be made as quickly as possible. Safety is our primary concern. We will respect your decision as a parent if you choose to keep your student home.

**Medications**

SMA will not provide medication for students.

Prescription medications must be in the original container with the original prescription label. The prescription label will serve as the physician’s authorization. A signed Consent for Medication form must be on file.

All non-prescription medication must be in the original container, labeled by the parent with the student’s name, and kept in the nurse’s office. A signed Consent for Medication form must be on file. Non-prescription medications will be dispensed based on the manufacturer’s recommended dose, unless authorized by the student’s physician.

Students are not allowed to carry any medications with them. All medications are to be kept with trained staff members. Students may be allowed to carry and administer asthma or other medication for life threatening conditions with proper authorization. Contact our school nurse with any questions regarding our medication policy.

**Illness Policy**

If your student says they are not feeling well, 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, they need to be symptom free for 24 hours before returning.

**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

Being a student at St. Michael the Archangel Catholic High School Student is a privilege to be guarded, protected, and celebrated. Our expectation is that all SMA students behave in a manner that represents their family and our community in a positive way. Your behavior in and out of school can impact your status as an SMA student.

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

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<tr>
<th>CHAPEL</th>
<th>ALL CLASSROOMS</th>
<th>HALLWAY</th>
<th>RESTROOM</th>
<th>COMMONS &amp; LEARNING STAIRS</th>
<th>BEFORE AND AFTER SCHOOL</th>
<th>GAMES AND ASSEMBLIES</th>
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<tr>
<td><strong>BE SAFE</strong></td>
<td><em>Enter and exit in an orderly fashion</em>&lt;br&gt;<em>Leave bags outside the chapel</em></td>
<td><em>Enter and exit with care</em>&lt;br&gt;<em>Use technology appropriately as directed by your teacher</em>&lt;br&gt;<em>Backpacks and phones in your locker</em></td>
<td><em>Keep you and your belongings to yourself</em>&lt;br&gt;<em>Enter/exit with care</em></td>
<td><em>Always wash your hands</em>&lt;br&gt;<em>School rules apply in this space</em>&lt;br&gt;<em>Enter/exit with care</em></td>
<td><em>Keep your food, your body, and your belongings to yourself</em>&lt;br&gt;<em>Walk carefully</em></td>
<td><em>Move quickly to your activity</em>&lt;br&gt;<em>Stay with your coach, teacher, or sponsor</em>&lt;br&gt;<em>Buckle up and ride/drive with care</em>&lt;br&gt;<em>Enter and exit in an orderly way</em>&lt;br&gt;<em>Keep aisles clear of personal belongings</em>&lt;br&gt;<em>Listen to the instructions of the person in charge</em></td>
</tr>
<tr>
<td><strong>BE INVESTED</strong></td>
<td><em>Participate vocally in the prayers and songs</em>&lt;br&gt;<em>Be attentive to the prayers, readings, and homily at Mass</em>&lt;br&gt;<em>On time, logged on, engaged, and ready to own your work</em>&lt;br&gt;<em>Finish/submit all work on time</em>&lt;br&gt;<em>In Uniform</em>&lt;br&gt;<em>Check and respond to emails</em>&lt;br&gt;<em>Commit to the 20/20 rule</em></td>
<td><em>Keep it clean and clutter free</em>&lt;br&gt;<em>If you see trash, please pick it up</em>&lt;br&gt;<em>Put all furniture back in its proper place</em>&lt;br&gt;<em>Walk and talk</em>&lt;br&gt;<em>Clean up after yourself</em>&lt;br&gt;<em>Flush is a must</em>&lt;br&gt;<em>Keep it clean and clutter free</em>&lt;br&gt;<em>Put all furniture back in its proper place</em>&lt;br&gt;<em>Walk and talk</em>&lt;br&gt;<em>Clean up after yourself</em>&lt;br&gt;<em>Flush is a must</em></td>
<td><em>Participate in extracurricular activities</em>&lt;br&gt;<em>Represent SMA well</em>&lt;br&gt;<em>Complete homework before it is due</em>&lt;br&gt;<em>Remain in good academic standing</em>&lt;br&gt;<em>Cheer for SMA</em>&lt;br&gt;<em>Attend as many events as possible</em>&lt;br&gt;<em>Give your attention to the subject or theme of the assembly</em>&lt;br&gt;<em>Be the best sponsors</em>&lt;br&gt;<em>Coachable</em>&lt;br&gt;<em>Be respectful of the moment (pre game prayers, national anthem, etc.)</em>&lt;br&gt;<em>Respect the effort of your fellow classmates</em>&lt;br&gt;<em>Positive cheers for SMA ONLY!</em></td>
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<tr>
<td><strong>BE REVERENT</strong></td>
<td><em>Genuflect when entering or exiting the pew</em>&lt;br&gt;<em>Be silent in the presence of Christ in the tabernacle</em>&lt;br&gt;<em>Direct your thoughts toward God</em>&lt;br&gt;<em>Complete your own work</em>&lt;br&gt;<em>Allow teaching and learning to occur</em>&lt;br&gt;<em>Accept redirection and constructive criticism</em>&lt;br&gt;<em>Face the crucifix during all prayers</em></td>
<td><em>Move with a purpose</em>&lt;br&gt;<em>Use an indoor volume</em>&lt;br&gt;<em>Stop, look, and listen to adults</em></td>
<td><em>Move quickly and quietly</em>&lt;br&gt;<em>Respect privacy</em>&lt;br&gt;<em>Technology free zone</em></td>
<td><em>Know the moment and be respectful of it.</em>&lt;br&gt;<em>Allow others to peacefully do what they need to do (eat, study, reflect).</em>&lt;br&gt;<em>Mass and Lunch are technology free</em></td>
<td><em>Model our mission in public, at practices, and competitions</em>&lt;br&gt;<em>Attend as many events as possible</em>&lt;br&gt;<em>Cheer for SMA</em>&lt;br&gt;<em>Be respectful of the moment (pre game prayers, national anthem, etc.)</em>&lt;br&gt;<em>Respect the effort of your fellow classmates</em>&lt;br&gt;<em>Positive cheers for SMA ONLY!</em></td>
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<td><strong>BE EXCELLENT</strong></td>
<td><em>Be open to grace; seek to love others as Christ has loved you.</em>&lt;br&gt;<em>Respond to the graces you receive by putting virtue into action</em>&lt;br&gt;<em>Proactively communicate</em>&lt;br&gt;<em>Strive for mastery on every assignment</em>&lt;br&gt;<em>Honor the commitments you make to teachers and parents</em></td>
<td><em>Help others get to class on time</em>&lt;br&gt;<em>Have 5/80 Vision. Use the 5 minutes between class so you can engage for your 80 minute class</em>&lt;br&gt;<em>Think proactively and use the restroom before Mass and class.</em>&lt;br&gt;<em>If you see something, say something</em>&lt;br&gt;<em>Engage others in conversation</em>&lt;br&gt;<em>Make other students feel included and welcome</em>&lt;br&gt;<em>Lead and encourage others to clean up</em>&lt;br&gt;<em>Move and join someone sitting alone</em>&lt;br&gt;<em>Strive for victory</em>&lt;br&gt;<em>Strive for mastery in your activities</em>&lt;br&gt;<em>Proactively communicate with your coaches and sponsors</em>&lt;br&gt;<em>Be the best teammate</em>&lt;br&gt;<em>Encourage others to engage in assemblies and attend games</em>&lt;br&gt;<em>Organize events that will promote the mission of our school</em></td>
<td><em>Think proactively and use the restroom before Mass and class.</em>&lt;br&gt;<em>If you see something, say something</em>&lt;br&gt;<em>Engage others in conversation</em>&lt;br&gt;<em>Make other students feel included and welcome</em>&lt;br&gt;<em>Lead and encourage others to clean up</em>&lt;br&gt;<em>Move and join someone sitting alone</em>&lt;br&gt;<em>Strive for victory</em>&lt;br&gt;<em>Strive for mastery in your activities</em>&lt;br&gt;<em>Proactively communicate with your coaches and sponsors</em></td>
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<td>BE GRATEFUL</td>
<td>*Tell the Lord, &quot;Thank You&quot; 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</td>
<td>*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</td>
<td>*Avoid using technology *Speak with kindness *Make eye contact, smile, and greet people on your way to class</td>
<td>*Pick up your trash and any other trash that you see *Report any problem(s) to a staff member</td>
<td>*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</td>
<td>*Give your attention, effort, and respect to your coach, sponsor, and team *Care for the equipment your school has purchased</td>
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**Textbook Policy**

All textbooks are the property of St. Michael the Archangel Catholic High School. Students are responsible for returning all textbooks at the required time and in a condition similar to the way it was checked out. Students will be charged the replacement cost for any lost or damaged textbook.

**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.

There are many internet sites and games that are not consistent with the mission of St. Michael the Archangel. In addition, the Children’s Internet Protection Act (CIPA) requires that K–12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for federal funding. For these reasons, St. Michael the Archangel provides application and internet content filtering on all student computers.

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.

Reasonable efforts are made to restrict access to inappropriate applications and web sites. St. Michael the Archangel staff 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. This election is made by using the parent portal in PowerSchool. Please contact the registrar if you have questions about how to access the parent portal in PowerSchool. The least restricted level will allow students to access any internet site that is determined to be safe, including social media, youtube, and many video games. Restrictions are
not removed from student laptops for summer break. Due to the amount of time and energy it takes to reimage each computer, resetting hundreds of computers each summer is not possible. For those families that feel it is important to wipe the computer clean each spring and fall we can provide this service for a $100 fee. Please keep in mind that reimaging your students computer will completely erase all files and software currently stored on their device. All restrictions that SMA places on student laptops are removed upon graduation or upon completion of the student withdrawal process.

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 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.
- SMA administration will follow all local and federal laws regarding inappropriate use of technology. This can supercede the consequences listed below.

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 Administration

3rd Offense
- Detention
- Loss of laptop privileges (length of time will be set by Administration).
- Meeting with Administration
- Possible prosecution for criminal activity

Electronic Devices

The student laptop is the only electronic device necessary during class time; unless directed otherwise by their teacher. All personal electronic devices including cell phones, tablets, headphones, and earbuds should be off and stowed in the student’s academic locker. 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 (no IOU’s). If communication is necessary during the school day, students may use the nurse’s phone, parents may contact the front office, and both students and parents can email one another. Teachers have the discretion to control all technology during their class time.

***Electronic devices will also include wireless earbuds, or any device capable of taking pictures and/or transmitting messages of any kind.

**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*.

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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
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 expectations 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, tobacco/vaping, and/or drugs are made available to students may cause his/her child to face disciplinary consequences. SMA reserves the right to test any student that we suspect may be using, or under the influence of drugs or alcohol.

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 Discipline 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.

Tobacco, E-Cigarettes, and other Vaporizing Devices

**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.**
No tobacco products may be used by any person while on school grounds. Students found in possession of any of the aforementioned products/devices will receive a 5 day in school suspension. For a second offense, the student must enroll in a tobacco education program approved by the administration, and meet with the Discipline Committee to determine additional consequences.

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). Students who are in possession of contraband will face immediate disciplinary action, up to and including expulsion.

Vandalism

A student participating in any act of vandalism or "pranking" on SMA property will face immediate disciplinary action, up to and including expulsion, financial restitution, and possible legal action.

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.

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.

Social Media Investigation Policy

When there has been a valid concern raised about a student’s use of social media, school administration will address this directly with the student and family. The investigation can include access to the student’s electronic devices and their social media accounts. Refusal to comply with the investigation will result in disciplinary action.
Fighting

Fighting and physical intimidation are expressly forbidden. Students who find themselves in conflict with another student are expected to seek assistance from a member of our staff in resolving that conflict before a physical altercation occurs. Verbal and/or physical confrontations may result in disciplinary action up to and including expulsion. Upon investigation, the administration will determine 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 the Discipline Committee to 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 by the staff member who addresses the situation. Additional incidents may result in more serious consequences to be determined by the administration.

Safety Drills

Students are expected to follow the safety drill in an orderly, quiet manner, as quickly as possible, following the directions of school personnel. Deliberately initiating a safety drill (pulling a fire alarm, etc.) is illegal. Any student who falsely and intentionally creates an unnecessary emergency response situation will face immediate disciplinary action, up to and including expulsion, and possible criminal prosecution.

While it is inappropriate to intentionally create a false emergency, the students are crucial to keeping our school safe. If you ever see anything that looks out of place, please report it to a member of our staff. “If you see something, say something.”

Theft

The school is not responsible for 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 staff member. 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. When necessary, law enforcement will be notified.

Public Displays of Affection

Public displays of affection are regarded unfavorably whether the action occurs during the school day or at school sponsored activities. Students who are engaged in such activity will be assigned a detention by the staff member who addresses the situation. 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. Staff reserves the right to have students discard any food or drink they feel is not appropriate, or a distraction.

**Breakfast/Lunch**

Visitors from other schools are not permitted at lunch. In order to promote a culture of community and intentionality, lunch will be free of technology. 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 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 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). There will be no charging for food. All transactions with our cafeteria are cash only.

**Detentions**

A detention may be issued for infractions of school policies. Detentions will be served before school, during lunch, or after school. During a detention, students may be asked to give back to the school community by helping our staff with duties around the building, or asked to help the teacher that assigned the detention. Students who miss a detention may be assigned an additional detention, ISS, or a 4 hour Saturday detention and charged for the cost to pay a staff member to supervise.

**Discipline Committee**

Students may be referred to the Discipline Committee based on the severity of the violations to our community. In that case, the student and their parent(s) will meet with the committee to help aid in the reconciliation process. Any meeting before the Discipline Committee will result in the development of a signed behavior contract.

**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 is 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 probationary period 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 urges 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.

Communication with Staff

Communication between students and staff should take place on school issued devices, and on school monitored platforms whenever possible. 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 administration.

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

SMA students are expected to be clean and neat in their personal appearance, observe standards of modesty, and good taste. It is the parent’s responsibility to ensure that the student is in compliance with our dress code, both on campus, and at school functions. The interpretation and judgment in matters pertaining to dress are the responsibility of the staff and school administration.

Most items of the SMA dress code are available through the SMA Spirit Store. The girl’s skirt is available through Dennis Uniform, or the SMA Spirit Store. Any garment not specifically stated is considered non-uniform. All uniform interpretation is subject to the discretion of the administration.

Policy for Girls Students

- SMA plaid or gray skirt. Shorts must be worn under the skirt.
- The skirt length should be no shorter than 3-4 inches above the knee when measured while kneeling. Skirts should not be rolled at the waist. Skirt length issues will be addressed by female staff.
- Khaki pants, Dockers style - no denim, outside pockets, rivets, 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.
- Undershirts that are white, or the same color of the polo shirt are permitted.
- SMA V-Neck Sweater or Sweater Vest
- SMA Quarter Zip Sweatshirt, top zip navy or gray
- When wearing a skirt, socks need to be a color that matches our uniform.
- Black or navy leggings are allowed but must be ankle length, no lace, no ribbing, or decorations. Leggings must be worn with socks.
- Tennis shoes, or closed toe, and closed back shoes are allowed (no sandals, flip-flops, Birkenstocks, etc.).
- Hair, well groomed, neatly arranged, and natural in color
- Excessive jewelry (bangles, beads), scarves, bandanas, etc. are not permitted
- All tattoos must be covered.
- Gang-affiliated headwear/clothing is not permitted at any time.
- Any facial or body piercing (other than ear piercing) not permitted. This includes gauges, nose piercings, etc. For safety reasons, athletes are not permitted to practice or play with any jewelry (including earrings).
- No sweatshirts (other that the school uniform sweatshirt), hoodies, hats, or jackets may be worn during the school day. SMA staff will collect non uniform attire, it can be picked up in the school office at the end of the day, and a $5 fine will be assessed.
- Excessive jewelry (large chains, etc.) is not permitted

Policy for Boy Students

- Khaki pants, Dockers style - no denim, outside pockets, rivets, 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,
● Undershirts that are white, or the same color of the polo shirt are permitted.
● Socks must be worn.
● Tennis shoes, or closed toe, and closed back shoes are allowed (no sandals, flip-flops, Birkenstocks, etc.).
● No sweatshirts (other than the school uniform sweatshirt), hoodies, hats, or jackets may be worn during the school day. SMA staff will collect non uniform attire, it can be picked up in the school office at the end of the day, and a $5 fine will be assessed.
● Excessive jewelry (large chains, etc.) is not permitted
● All tattoos must be covered.
● Any facial or body piercing is not permitted. For safety reasons, athletes are not permitted to practice or play with any jewelry (including earrings).
● Gang-affiliated headwear/clothing is not permitted at any time.
● Students must be clean-shaven
● Haircut
  ● Short, tapered box haircuts and crew cuts are acceptable
  ● No unusual or exaggerated hairstyles.
  ● Hair must be neatly trimmed and kept from hanging below the eyebrow, top of the ear, or collar.
  ● Hair should be of a natural color.
  ● No hair accessories allowed
  ● No “man buns,” ponytails, etc.
  ● 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 skirt for girls.

Game Day attire takes precedence over Spirit Day themes.

**Spirit Dress Days**

Certain days throughout the school year are designated as “Spirit Dress Days.” The administration 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 only navy/black 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. **Shoes must meet the standard uniform guidelines.**
Dress Code Violations

Staff will address students in violation of the Dress Code policy. Violations will be logged in PowerSchool, and fines, or additional discipline may be assigned.
Building and Facility

Automobiles

All cars to be driven to school must be registered with the Facilities Director and will be charged a $40 registration fee. Students must complete an SMA parking registration form and 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 can result in the loss of driving privileges on SMA property.

Building Hours/Supervision

- SMA opens our doors at 7:00 am.
- Students that arrive before 7:30 need to be waiting on the Learning Stairs
- Doors to Academic Hallways are opened at 7:30 am and locked by the administration at 3:30 pm.
- If a student needs to work with a teacher after school:
  - The student must make arrangements with their teacher before the end of the school day.
  - All after school tutoring takes place in the JPII hallway.
  - Students need to be in the JPII hallway before 3:30 if they plan on working with a teacher.
- Students should plan to leave the premises if their practice or rehearsal does not start until after 4:30 pm. All students waiting for a ride should be picked up by 4:00 pm. Students must wait for their rides on the Learning Stairs.
- Restrooms will be locked before school, they will be unlocked at 7:30 am.
- After school all restrooms except for the locker area will be locked between 3:45 and 4:00 pm

Commons/Learning Stairs

Students are responsible for picking up their own litter and for keeping the Commons and Learning Stairs clean. While morning Mass is taking place, we ask that students in the Commons and Learning Stairs speak at a lower volume. Failure to keep the Commons and Learning Stairs clean may result in students not being allowed to access these areas of the building.

Athletic and Academic Lockers

Each student is assigned an academic locker in which to store his/her personal possessions. Student athletes will be assigned an athletic locker and combination padlock during their respective season(s). Locks not issued by the school must be combination locks and the combination must be shared with Administration. Any lock that is not reported to the Administration is subject to be cut off. are not allowed and will be cut off. All non-athletic items
(i.e. student backpacks, lunches, laptops, personal electronic devices, and carrying bags) must be left in the student’s academic locker for the entire day. SMA is not responsible for lost or stolen articles from a student’s athletic or academic locker.

**Lockers are the property of the school and are subject to inspection at any time.** Students may not change locker locations, share locker combinations, or tamper with their locker or its locking mechanism. 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 Administration. Students will not have access to the athletic locker rooms during school hours. Students may access their academic locker combination and location on their home Powerschool screen.

**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**

Students should be dropped off at the front of the building each morning. After school, students will meet their rides at the parking lot. If you pick up your student after 3:45, you may pick them up at the front of the building. Students should not be dropped off or picked up at the lower circle drive.

**Students Shuttled to SMA**

The SMA shuttle will pick up from St. Regis at 7:45 am. Students need to be present and in uniform before boarding the bus.
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, 2020 and will be due no later than January 31, 2020. Financial aid applications are assessed by FACTS Tuition Management 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 2020.

Tuition Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average cost of SMA education per student</td>
<td>$13,100</td>
</tr>
<tr>
<td>Tuition for registered KC-SJ Parish Family</td>
<td>$9,295</td>
</tr>
<tr>
<td>Tuition for non-KC- SJ Parish Family</td>
<td>$9,995</td>
</tr>
<tr>
<td>Registration Fee (per student)</td>
<td>$350</td>
</tr>
</tbody>
</table>
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 $18,490
  ● Non-KC- SJ Parish Family $19,990

Other financial responsibilities for families are listed below:
AP or dual enrollment courses Prices will vary

Tuition payment plans may be setup as follows:

FACTS Tuition Management 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 FACTS Tuition Management 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 21st-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.
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**

**Silver Days (Typical Monday):**

<table>
<thead>
<tr>
<th>Hour</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:30 - 9:15</td>
</tr>
<tr>
<td>2nd</td>
<td>9:20 - 9:55</td>
</tr>
<tr>
<td>3rd</td>
<td>10:00 - 10:35</td>
</tr>
<tr>
<td>4th</td>
<td>10:40 - 11:15</td>
</tr>
<tr>
<td>House</td>
<td>11:20 - 11:25</td>
</tr>
<tr>
<td>Mass</td>
<td>11:30 - 12:20</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:25 - 1:10</td>
</tr>
<tr>
<td>5th</td>
<td>1:15 - 1:50</td>
</tr>
<tr>
<td>6th</td>
<td>1:55 - 2:30</td>
</tr>
<tr>
<td>7th</td>
<td>2:35 - 3:10</td>
</tr>
<tr>
<td>Prayers</td>
<td>3:10 - 3:15</td>
</tr>
</tbody>
</table>

**Navy Days (Typical Tuesday, Thursday):**

<table>
<thead>
<tr>
<th>Hour</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:30 - 10:00</td>
</tr>
<tr>
<td>2nd</td>
<td>10:05 - 11:25</td>
</tr>
<tr>
<td>3rd</td>
<td>11:30 - 1:20</td>
</tr>
<tr>
<td>A - Lunch</td>
<td>11:30 - 11:50</td>
</tr>
<tr>
<td>B - Lunch</td>
<td>12:15 - 12:35</td>
</tr>
<tr>
<td>C - Lunch</td>
<td>1:00 - 1:20</td>
</tr>
<tr>
<td>House Time</td>
<td>1:25 - 1:45</td>
</tr>
<tr>
<td>4th</td>
<td>1:50 - 3:10</td>
</tr>
<tr>
<td>Prayers</td>
<td>3:10 - 3:15</td>
</tr>
</tbody>
</table>

**Green Days (Typical Wednesday, Friday):**

<table>
<thead>
<tr>
<th>Hour</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>8:30 - 10:00</td>
</tr>
<tr>
<td>House Time</td>
<td>10:05 - 10:50</td>
</tr>
<tr>
<td>6th</td>
<td>10:55 - 12:45</td>
</tr>
<tr>
<td>A - Lunch</td>
<td>10:55 - 11:15</td>
</tr>
<tr>
<td>B - Lunch</td>
<td>11:40 - 12:00</td>
</tr>
<tr>
<td>C - Lunch</td>
<td>12:25 - 12:45</td>
</tr>
<tr>
<td>7th</td>
<td>12:50 - 2:10</td>
</tr>
<tr>
<td>Academic Time</td>
<td>2:15 - 3:10</td>
</tr>
<tr>
<td>Prayers</td>
<td>3:10 - 3:15</td>
</tr>
</tbody>
</table>

*Report to 3rd Hour by 11:55*
*Report to Class by 12:40*
*Report to 4th Hour by 1:25*

*Report to 6th Hour by 11:20*
*Report to Class by 12:05*
*Report to 7th Hour by 12:50*
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