



ST. MICHAEL
the ARCHANGEL
– CATHOLIC HIGH SCHOOL –

KNOW TRUTH | LOVE GOD | SERVE OTHERS

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St. Michael the Archangel Catholic High School

2025-2026 Handbook for Parents and Students

Revised - July, 2025

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Mission Statement

Rooted in Mission

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.

Built on the legacy of Archbishop O'Hara and St. Mary's high schools, SMA is a 21st-century co-educational learning environment rooted in the traditions and values of the Catholic faith. Established in 2017, SMA is rich in initiatives that lead students closer to the person of Jesus and exposes students to a wide range of hands-on, college-preparatory learning and career technical studies.

Built On Community

Students receive an education built on the understanding that life is bigger than themselves. This idea is integrated into the school's unique Community System which allows each student to be recognized and valued. By separating students into four communities, each having five smaller "houses", our young men and women exercise their leadership skills, build camaraderie and establish a sense of family. It is how we say to each student "you are seen; you are known; you are loved. You belong here."

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.

Guardians are expected to conduct themselves on and off campus, always and under all circumstances, in conformity with the norms of this handbook and diocesan policies. If a student chooses to act in a manner contrary to these policies, the student and his/her parents or guardians must be prepared to accept all consequences up to and including withdrawal from the school.

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.

The role of the chaplain and director of faith formation is to provide for the pastoral care of the school community by offering each person an opportunity to encounter Jesus Christ and the love of God the Father.

Theology Classes

All students (including non-Catholic students) are required to take the theology classes required for graduation.

Retreats

Class retreats are held throughout the year under the direction of the chaplain and director of faith formation and the supervision of faculty members. All students are required to attend their class retreat; all retreats will be held off site. The senior retreat will be overnight. Absences from retreats are unexcused; students who miss their retreat will be required to meet with the chaplain to develop a replacement.

Liturgical and Sacramental Life of the Campus

All school Masses are held weekly and attendance is required. We will have additional daily liturgies held everyday (except Thursday) in the Chapel of the Most Sacred Heart. Athletic and activity teams will be required to attend one weekly morning mass during their season scheduled by the activities director.

On each Friday of the year, students have the opportunity to pray during Eucharistic Adoration. On a regular basis, the chaplain will offer students the opportunity to receive the Sacrament of Confession. In addition to weekly confession and adoration, there are two school-wide penance services during Advent and Lent.

Our Christian Service Program

- All students will complete 100 hours by the end of their senior year, (25 each school year).
- Each year, service must be completed with one specific agency, and approved by their Theology teacher.

- Students will write a paper on their service aligned with The Corporal Work of Mercy and Theology class content. The CSP project will count for 10% of their second semester Theology grade. Underclassmen will write a paper and present on their specific 25 hours of service for that year in their Theology classroom.
- Seniors will commit to 25 hours of charity to a unique and personalized senior project rooted in service. They will write a paper over their Senior Project, aligned with one of the seven themes of Catholic Social Justice.
- Seniors will give a presentation on all three years of service and their senior project in the spring to a panel.
- **Students who fail to complete the SMA service requirement will not receive a grade for Theology courses until the service is completed.**
- **Diplomas will not be awarded to students who have not completed the service requirements.**

Legal Disclaimers

Nondiscrimination Policy

St. Michael the Archangel Catholic High School welcomes students of every race, color, national origin and gender and admits 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 a 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.

Mandatory Reporting

This school abides by the state Child Protection and Reformation Act (RSMO 21). This legislation requires school personnel who have reasonable cause to believe that a child known to them in their professional capacity is an abused or neglected child, must report their beliefs to the Missouri Department of Family Services.

Any teacher or employee shall report any suspected, observed or reported incident of child abuse or neglect in the following manner:

1. Immediately report the incident to the Principal.
2. The Principal will immediately report the incident to the Superintendent of Schools. Either the Superintendent or legal counsel will assist the Principal if there is doubt as to whether it is a reportable incident under Missouri law.
3. If there is reason to believe that there has been or may be child abuse or neglect, the Principal must ensure that the incident is reported within 24 hours to the Missouri Division of Family Services. The report may, and usually should be made by telephone to the hot line number 1-800-392-3738
4. The Principal will arrange for full cooperation of all school personnel having knowledge of the incident with (a) the Superintendent of Schools, (b) any task force established by the Diocese to deal with the incident, and (c) the Division of Family Services.
5. School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent or guardian prior to the

interview, except in situations where the parent or guardian is the subject of the investigation.

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.

Logo Use

The use of the St. Michael the Archangel Catholic School name or logo is prohibited unless approved by the school.

Asbestos

SMA participates in a formal Asbestos Management Program. St. Michael the Archangel has our Asbestos Management Plan on file in our school and is available for inspection.

Family Covenant

Please see the last page of the handbook for this Diocesan policy. Please read and sign the agreement, then return to the school office.

Parent-Teacher Covenant

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

The Human Person and Sexual Identity

Catholic Schools of the Diocese of Kansas City-St. Joseph believe and teach a Christian understanding of the human person as revealed by God in the Holy Bible, transmitted by the tradition of the Catholic Church, and confirmed in natural law. At St. Michael the Archangel Catholic High School, we believe and teach that human beings are created male and female by God and that sexual identity is determined at conception. As noted in the Dress Code on pages 23-24 students will dress appropriately according to their biological sex. Sexual Orientation and Gender Identity (SOGI) affirms and promotes views of gender and sexuality that are contrary to a Christian and Catholic understanding of the human person. Because SOGI conflicts with Catholic teaching, SOGI will not be a part of the curriculum or culture at St. Michael the Archangel Catholic High School. Boys and girls will be identified and taught using the pronouns corresponding to the person's biological sex. Across all grades and all classes, students will be taught, and classes will be facilitated, by using terms such as Mr. and Mrs./Ms., ladies, gentlemen, him, her, he, she, mother, father, aunt, uncle, brother, sister, grandmother, and grandfather.

Students who experience same-sex attraction or gender dysphoria will be treated with compassion and respect and, in collaboration with parents/guardians, accompanied in a way consistent with Catholic teaching.

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 relationships. The community system seeks to create a space where students form authentic and deep relationships with God and their peers. The community system helps to 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 five houses.

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 intention 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.

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 academic program is structured to provide learning opportunities for a diverse student body.

Graduation Requirements

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

Additional Graduation Information

- One half (.5) credit of PE may be earned with the completion of 2 full seasons of a MSHSAA sanctioned athletics program.
- Students must take (.5) credit of health and (.5) credit of personal finance.
- Students must pass their theology class 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.

Schedule Changes and Withdrawal from a Class

Students may make schedule changes prior to the beginning of a semester if the change is feasible. All schedule changes after the start of the semester, including withdrawals, are charged a \$25.00 fee per change.

Accessing Academic Information

Grades, attendance, and conduct reports may be viewed via FACTS SIS Parent/Student portal. Login information may be obtained from the SIS Coordinator, Mrs. Monica Rieger. Google Classroom is the learning management platform for teachers and parents and students can access class information there. 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 Counselor's Office. Official transcripts are sent directly to colleges and universities from the office. Contact Mrs. Monica Rieger for transcripts.

Grading System

SMA reports grades as percentages and does not assign letter grades. Report cards are available through FACTS at quarter and semester. The final grade for each semester is determined by a 40-40-20 formula. Each quarter grade is worth 40% of the final semester grade and the final is worth 20%.

Semester percentages and GPA (Grade Percent Average) may be accessed online through FACTS. Five percentage points are awarded to the cumulative weighted GPA for any final grade of an honors course if the grade is above 72.5%. The extra percentage is not awarded at the individual course level. For unweighted GPA, percentage will not exceed 100% on the report card or transcript. Transcripts for students will list both the weighted and the unweighted GPA.

UNWEIGHTED			WEIGHTED
4.0	A	100-92.5	5.0
3.7	A-	92.4-89.5	4.7
3.3	B+	89.4-86.5	4.3
3.0	B	86.4-82.5	4.0
2.7	B-	82.4-79.5	3.7
2.3	C+	79.4-76.5	3.3
2.0	C	76.4-72.5	3.0
1.7	C-	72.4-69.5	1.7
1.3	D+	69.4-66.5	1.3
1.0	D	66.4-62.5	1.0
0.7	D-	62.4-59.5	0.7
0.0	F	59.4 and below	0.0

Homework

All assignments, tests, quizzes, labs, and projects are expected to be completed on the due date. Any late work will be assessed a 50% penalty. Late and missing tests, homework and projects are the number one cause of failing grades.

Low Grade Policy (D/F List)

Each week a D/F list is generated requiring students with one or more grades below 60% (F) or two or more grades below 70% (D) to meet with the Academic Advisor. Students will be required to meet with their teacher, before or after school, to address the low grade(s).

Honesty in Academic Work

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

Any student caught cheating will receive a zero and parents will be notified. A second incident of academic dishonesty will result in additional discipline, and possible removal from the course and loss of credit.

Advanced Placement and Dual Credit

All courses at SMA are designed to challenge each student and to foster passion for lifelong learning. The Advanced Placement (AP) and Dual Credit (DC) programs are recognized standards of academic excellence. AP and DC courses are college level courses taught by SMA instructors or college personnel during the regular school day. AP and DC courses are offered to sophomores, juniors and seniors who meet department qualifications. AP and DC 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. **Students enrolled in an AP course must take the AP exam.**

Semester Exams

All classes will have a cumulative, end of semester final exam. The final exam schedule and make up dates are included in the school calendar posted at the beginning of the school year. Exemptions from final exams are not allowed for any student. Students who do not take their final exam will receive an **Incomplete** for the course until the final is completed. In the case of seniors, exams must be completed in order to participate in graduation ceremonies. Exceptions to this policy must have the approval of the principal.

Withdrawals

Families who choose to withdraw from St. Michael the Archangel Catholic High School must complete the entire withdrawal process with the Advancement Office. All school issued equipment (textbooks, athletic equipment, etc.) must be returned as part of this process. Transcripts will not be released until all withdrawal obligations, including financial, are fulfilled.

Academic Probation

Any student failing two or more classes for a semester will be placed on academic probation. Administration will notify parents of academic probation. Students who are on academic probation for two consecutive semesters may not be allowed to return to St. Michael the Archangel Catholic High School. **All transfer students are automatically placed on academic probation.**

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.

Academic Awards

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

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 5.00% 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 10.00% 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 90.00% 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 96.00% or above and no incompletes.
- ***Second Honors:*** Grade average of 90.00% - 95.99% and no incompletes.

Academic Letter

To earn an academic letter, students must be in grade 10, 11, 12 and earn a 3.5 semester grade point average.

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 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.

Students in grades 10, 11 and 12 are eligible for membership. For the scholarship criterion, students must have a cumulative average grade of 90.00% or better. 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.

Extracurricular Activities

Philosophy of Participation

The St. Michael the Archangel Athletic Department believes that participation in athletics and extracurricular activities is a privilege, not a right. When a student chooses to become part of a team or activity at St. Michael the Archangel High School, they also accept the responsibility of representing the school with integrity, respect, and pride—at all times and in all settings. Athletes are expected to uphold the values of the school both on and off the field, serving as role models for their peers and ambassadors for our community.

Extracurricular Participation and Attendance Policy

Participation in extracurricular activities is a privilege that requires consistent and responsible attendance. The following guidelines must be followed in order to participate in any practice, rehearsal, tryout, game, or performance. The Principal reserves the right to make the final decision regarding a student's participation in extracurricular activities.

TO PARTICIPATE IN A PRACTICE, REHEARSAL, OR TRYOUT:

- Students must attend a minimum of:
 - 5 classes on a Silver Day
 - 3 classes on a Navy Day
 - 2 classes and attend Mass on a Green Day

Note: This attendance policy is not to be used as an excuse to stay home to rest before or after an event, catch up on schoolwork, or regularly miss class.

- All tardies and absences will be reported to coaches and moderators.
- Excessive tardies or absences may result in reduced playing time or removal from the team or group.

TO PARTICIPATE IN A GAME OR PERFORMANCE:

- Students must arrive by the end of their first hour class of the school day.

To Participate In Any Practice, Rehearsal, Tryout, Game, Or Performance:

- The student must not have any truant hour (this includes House, Seminar, and Mass) at any point during the school day.

Other Absence Guidelines:

- Students who are excused by a parent or medically excused from school for the day may not participate in any after-school or evening activities.

Athletic/Activities Eligibility

Academic Eligibility for Extracurricular Participation

St. Michael the Archangel High School is committed to supporting student-athletes in their academic and athletic pursuits. Participation in extracurricular activities, including athletics, is a privilege that depends on maintaining satisfactory academic progress.

- If a student's **GPA falls below 2.00** or they have **two or more failing grades** at the time of a **progress report**, they will be placed on **Academic Probation**. While on Academic Probation, the student may continue to participate in extracurricular activities but will be **monitored closely by the Athletic Director**.
- If a student's **GPA is below 2.00** or they have **two or more failing grades** at the end of a **quarter**, they will be **declared ineligible** for all extracurricular activities.
 - This ineligibility will last for a **minimum of three (3) weeks**.
 - After three weeks, if the student has improved to a **GPA of 2.00 or higher** and **no failing grades**, they may be reinstated to full participation upon review by the Athletic Director.
- If a student **fails two or more semester courses**, they will be declared **ineligible for the entire following semester**.
- No exceptions will be made during the period of ineligibility.

Compliance with School Rules

At St. Michael the Archangel High School, we expect all athletes to exemplify excellence both on and off the field. Participation in athletics is a privilege that comes with the responsibility of upholding the school's standards at all times. This includes, but is not limited to, proper behavior in and out of the classroom, adherence to the dress code, compliance with the demerit system, and all aspects of student conduct. Failure to meet these expectations may result in loss of participation and other related privileges.

Sportsmanship

Sportsmanship reflects respect—for oneself, for opponents, for the game or activity, and for officials. Athletic events are considered an extension of the school day, and all participants and

spectators are expected to demonstrate good sportsmanship at all times. Any behavior that compromises the integrity, safety, or enjoyment of an event will not be tolerated. School spirit and cheers should always be positive and directed toward encouraging our own teams and athletes. Attendance at school-sponsored events is a privilege, not a right, and may be revoked for individuals who fail to uphold these standards.

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 “creditible 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.

School Dances

- Dances begin at 8:00 p.m. and end at 11:00 pm. Doors close at 8:30 p.m. and open at 10:30pm.
- All students and guests must check in with the chaperones. Failure to comply with entrance and exit procedures will result in the student 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.
- Students 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.
- A Breathalyzer of all guests will be administered prior to admittance to the dance.
- Prom is for juniors and seniors only.

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.).

Attendance

All students are expected to be present for assigned classes, House and All School Mass. St. Michael the Archangel feels strongly about the importance of regular and punctual attendance. Further, Missouri Statute 167.031 states that parents of students between ages 7 and 16 must require their child to attend school regularly for the entire school term of the school in which the child is enrolled. Students should be in the building no later than 8:25am, classes normally begin at 8:30am.

Tardies

School begins at 8:30 every day with the exception of Wednesday, which starts at 9:15am and students not in their class at 8:30 are considered tardy to school and must report to the office for a tardy slip. *Parent notification of a tardy does not excuse the tardy from the student's attendance record.* Excused tardies include those accompanied with a note from a medical professional or advanced notification of a family emergency (funerals, medical emergencies, etc.)

Students who are tardy to school (5) times will be issued a detention. Any tardy after that will continue to result in a detention. On the occurrence of the eleventh tardy to school, a student will be assessed an in school suspension and a meeting is scheduled with parents and administration. Excessive tardies could result in a loss of credit. If a suitable solution cannot be found, the student will be removed from the class, given a failing grade, and he or she will be assigned to the main office during class time.

The A+ Program requires 95% attendance (unrounded) and that attendance is calculated by the minute. Therefore, excessive tardies will jeopardize your standing in the A+ Program.

Absences

Absences and tardies will be recorded accurately. All absences or tardies, even if planned or excused, are recorded as absences or tardies on the official transcript (Diocesan Policy 325.4). Parents should call the school between 7:30am and 8:00am to report students' absences. If the office has not been notified of the student's absence, school office personnel will begin emailing and/or call parents/guardians to confirm the absence.

Excessive absences jeopardize the student's continuation and success in the course work of the school. More than 10 absences a year is excessive. Students who are absent have makeup privileges for those ten days; work missed because of absence beyond 10 days cannot be made up for credit. When a student reaches 10 absences in any class, parents and the student will be notified via email and a letter with documentation of the total absences will be mailed home. **All absences count toward the 10 day total. Doctor/dental appointments, travel, personal business. etc. all count as absences from each particular class.** Students with regular appointments throughout the year may need to stagger their appointment times so they are not consistently missing the same class period. The school prefers that appointments be scheduled outside of class hours or school holidays when possible. Ten-day absence policy is determined on a per class basis. Students or parents may appeal the loss of "make-up privileges" by contacting the assistant principal.

If there are any extraordinary circumstances or illnesses, parents/guardians must make contact with the school and provide documentation from the doctor for any exception to be made to the policy. This must be provided at the onset of the diagnosis.

Truancy

Truancy is a deliberate attempt on the part of the student to evade the attendance expectations of the parent and the school. 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 Administration.

Early Dismissal

Parents must notify the school office if a student is to be dismissed early. The student must follow check out procedures and leave from the front doors, 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.

Inclement Weather Policy

If the school is closed due to inclement weather, we will follow our Remote Learning Schedule unless notified otherwise. All school activities involving the public will be canceled. If conditions improve, voluntary practices may be scheduled with Administration 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.

Family Vacations

Although we recognize that family vacations are important and sometimes difficult to arrange, we encourage parents to make EVERY effort to arrange these during school scheduled breaks. Absences from final exams must be approved by the principal at least one month in advance.

Health Room

There will not be a certified nurse on staff. Students who come to the office with any ailments, (stomachache, headache, sore throat, etc.) will be required to contact parents and will be sent home. If a student does not drive, they will need to be picked up within an hour.

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 the front office with any questions regarding our medication policy.

Illness Policy

Before leaving for school in the morning, if your student is symptomatic of any illness, they need to stay home, and a parent is required to notify the school of the symptoms. If your student reports to the nurse stating they do not feel well, we will assess their situation and call you if needed. If a student has a temperature of 100.4 degrees or higher, he/she will be quarantined from the general school population, and must be picked up within the hour. The student must be asymptomatic and

fever-free (without Tylenol or Ibuprofen) for 24 hours before returning to school. If a student is vomiting, the student must be picked up within the hour and must be episode-free for at least 24 hours.

Immunization Policy

Per Diocesan guidelines, students must obtain all immunizations required by the State of Missouri, and a copy of those immunizations will be kept in their permanent file at SMA. SMA will notify families of any needed immunizations. It is the parent's responsibility to provide SMA with a complete and up to date immunization record for their student(s). If a student has a Medical Immunization Exemption, a copy of this form should be provided to SMA and it will be kept in their permanent file. If a student is requesting a Religious Immunization Exemption, they must provide a letter of eligibility from their pastor. The President and Principal, based upon that letter will determine whether an exemption can be granted. Upon approval, the letter will be placed in the student exemption eligibility. The letter will be placed in the student's permanent file. Students will be excluded from school and activities if their immunization record is not up to date or is incomplete.

Student Conduct

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. **The following citations are grounds for long-term suspension or immediate expulsion: behavior which substantially disrupts, impedes, or interferes with the operation of St. Michael the Archangel High School, or that is contradictory to the teachings of the Catholic Church, and misbehavior in public that damages the reputation of St. Michael the Archangel High School or any other institution, or is a danger to the students or staff.** Every staff member has the authority to enforce the school's discipline policies on school property and at all school-sponsored events.

Discipline Board

The discipline board, composed of the assistant principal and faculty members, hears all cases referred to the board through the normal administration of the discipline policies, or via the principal or assistant principal.

The Guard Card

In order to help students make positive choices and to create a positive climate for learning, a Guard Card system will be used to address behavior. Our ultimate goal is to develop students who are self-disciplined and good citizens.

Teachers and administrators are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as the hallways, cafeteria and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as losing privileges, staying after class, or receiving infractions.

Major infractions may result in disciplinary action that is not addressed through the use of infractions.

The Guard Card system is a school-wide discipline plan that should be focused on behavior and is not connected to academics. Any staff member can issue infractions.

The Guard Card is also designed to document and track repeated minor disciplinary infractions. Accumulation of infractions by students who consistently disrupt the learning environment will eventually result in administrative discipline.

Students who demonstrate the following NEGATIVE BEHAVIORS can accumulate infractions.

- Uniform infraction
- Tardiness to class
- Disrespectful Behavior
- Inappropriate Behavior or Language

After 5 infractions, a student will receive a detention.

If a student loses his or her card, they must pay for a replacement card for \$10. cash. The student will also be issued a detention.

Discipline Referrals

Disciplinary referral forms will be issued to students for serious disciplinary problems that occur in the classrooms, around the school, or at school functions. The disciplinary referral form will be filled out by an SMA teacher, administrator or staff member and turned into the assistant principal, who will meet with the individual student, administer the proper disciplinary action and send a copy of the referral to the parents.

Six or more referrals during a school year are considered excessive. The accumulation of six or more referrals will result in a parent conference with the assistant principal and/or principal, or suspension, or placement of the student on disciplinary probation, or the review of the student's continued status at St. Michael the Archangel Catholic High School by the Discipline Board, up to and including possible expulsion.

Detentions

A detention may be issued for infractions of school policies. Detentions will be served before school on Tuesdays and Thursdays from 7:00am - 7:40am. . Students who have received 5 detentions will require a parent meeting with Administration. Students who miss a detention will be assigned an additional detention.

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. A written notice of the suspension will be given or mailed to the parents/guardians and/or student. **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.

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. St. Michael the Archangel provides application and internet content filtering on all student computers. Reasonable efforts are made to restrict access to inappropriate applications and websites. 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.

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.

Students who repeatedly violate the technology agreement will be asked to surrender their computer to the administration. SMA administration will follow all local and federal laws regarding inappropriate use of technology.

Electronic Devices

The student laptop is the **ONLY** electronic device necessary during the school day. All personal electronic devices including cell phones, tablets, headphones, and earbuds should be turned off and not on their person (stored in backpack, locker or kept in car). **Cell phones/Ear buds/head phones are NOT permitted at ANY time during the school day.** If communication is necessary during the school day, students may use the front office phone, parents may contact the front office, and both students and parents can email one another.

All students will be required to turn in their cell phones to their teachers at the beginning of each class period. Any student using an electronic device inappropriately during the day, or without teacher permission, will have it confiscated and returned at the end of the day.

- First Offense – \$10 cash payment (no IOUs). Devices will not be returned until the fine is paid.

- Second Offense – \$10 cash payment (no IOUs) and a 30 minute detention at the end of the school day.
- Third Offense – \$10 cash payment (no IOUs), 30 minute detention at the end of the school day and parent/guardian is required to pick up the cell phone.
- Fourth Offense – \$10 cash payment (no IOUs), parent/guardian is required to pick up the cell phone and in-school suspension the following day.
- Fifth Offense – meeting with the discipline board

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. Students who test positive for drugs or alcohol will be immediately suspended from school and parents will be asked to pick up their child and a meeting will be scheduled with Administration to determine further consequences. The student is also immediately suspended from attending or participating in any extra curricular function for 25 school days.

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 Vape Devices

*****For the purposes of this policy, electronic cigarettes, hookah pens, and similar vape 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. Toward that goal, vape sensors are installed in all restrooms and locker rooms. Parents of students who are suspected to be in possession of tobacco or vape products, will be called immediately, and if necessary, the student and possessions will be searched for any contraband. This includes any locker, bag, automobile, etc. Students found in possession of any of the aforementioned products/devices will receive a 5 day out of school suspension, the student must enroll in a tobacco education program approved by the Administration (and no cost to the school) and a fine of \$25. For a second offense,

the student will meet with the SMA discipline board and be suspended 10 days and pay a \$50 fine. A third offense will result in expulsion from St. Michael the Archangel High School. Students found to be selling tobacco or vaping products on school grounds will receive a 10 day out of school suspension, and possible expulsion.

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). Parents of students who are suspected to be in possession of contraband will be called immediately, and if necessary, the student and possessions will be searched for contraband. This includes any locker, bag, automobile, etc. Students found to be 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 videoing or taking a person's picture without their knowledge and permission, hazing, initiation, etc. 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 will 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. Verbal and/or physical confrontations will result in 3 days of out of school suspension. Upon return to school, the students involved in the incident will be required to meet with the Administration to determine next steps.

Inappropriate Language

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 will be assigned detention.

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 the Administration. An investigation will take place, and disciplinary action will result. 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. Any student who is found engaging in inappropriate sexual activity on school property or while attending school sponsored activities will be subject to disciplinary action.

Food/Drink/Gum

Food and drink (other than bottled water) are restricted to the commons and learning stairs, unless directed otherwise by the classroom teacher. No outside beverages are permitted during the school day (Starbucks, Quick Trip, Sonic, etc). Vending machines are for use during lunch, before, or after school. Gum is not allowed. A gum/food fine of \$5 cash 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.

Lunch

Visitors from other schools are not permitted at lunch. **No DoorDash, Uber Eats and any other food delivery** during school hours will not be allowed. 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.

Students will **NOT** be allowed to charge a lunch if they have a negative balance. No cash is accepted at lunch. Students must prepay their lunch account through FACTS. For questions or help, contact Mrs. Amy Davis, adavis@smacatholic.org.

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. Therefore, we will not automatically expel such teenagers from the school community. A meeting with the pregnant student, her parents, (and where possible, the father of the child and his parents), will be held with the administration to determine some practicalities involved in being a pregnant student in a Catholic School

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/>. 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.

All items of the SMA dress code are available through FlynnO'Hara. Any garment not specifically stated is considered non-uniform. **All uniform interpretation is subject to the discretion of the Administration.**

Policy for Female 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.** Repeated violations will result in disciplinary action.
- 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).
- A plain color belt (with no studs) with 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. Polo shirts must be worn with the quarter zip, the school sweatshirt, the cardigan or sweater vest.
- Undershirts that are white, or the same color of the polo shirt are permitted.
- SMA V-Neck Sweater or Sweater Vest.
- SMA Navy or Gray Quarter Zip Pullover (FlynnO'Hara)
- SMA Crewneck sweatshirt available through the SMA Spirit Store.
- Solid black or navy leggings are allowed but must be ankle length, no lace, no ribbing, or decorations. Leggings must be worn with socks. No yoga style pants.
- Socks must be a solid color free of any pattern or design.
- Tennis shoes, or closed toe, and closed back shoes are allowed (no sandals, flip-flops, Birkenstocks, clogs, Crocs, UGGS, 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 at all times while attending or participating in any school sponsored event.
- Gang-affiliated headwear/clothing is not permitted at any time.
- Any facial or body piercing (other than ear piercing) is not permitted. This includes gauges, nose piercings, 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 cash fine will be assessed.
- A SMA letter jacket may be worn during the school year.
- Excessive jewelry (large chains, etc.) is not permitted.

Policy for Male 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.** Polo shirts must be worn with the quarter zip or the school sweatshirt.
- V-Neck Sweater or Sweater Vest, navy.
- SMA Navy or Gray Quarter Zip Pullover (FlynnO'Hara)
- SMA Crewneck sweatshirt available through the SMA Spirit Store.
- A plain color belt (no studs) with 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, clogs, Crocs, UGGs, 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 cash fine will be assessed.
- A SMA letter jacket may be worn in the building from November-February, if desired.
- Excessive jewelry (large chains, etc.) is not permitted.
- All tattoos must be covered at all times while attending or participating in any school sponsored event.
- Any facial, body, or ear piercing is not permitted.
- Gang-affiliated headwear/clothing is not permitted at any time.
- Students must be clean-shaven. Any student not clean-shaven will be asked to shave or return home.
- Haircut
 - No unusual or exaggerated hairstyles.
 - Hair must be neatly trimmed, and kept from hanging below the eyebrow, middle of the ear, or top of the 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.

Dress Attire for Mass Days

Students are to wear Dress Attire on All School Mass Days, typically Thursdays. SMA dress attire consists of the white SMA button down shirt, navy tie and khaki pants for boys. White button down shirt or long sleeve polo shirt, SMA Navy vest/sweater, and SMA skirt or khaki pants for girls. Students not in Dress Attire on designated days will receive an infraction.

Spirit Dress Day

Certain days throughout the school year are designated as "Spirit Dress Days." 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, pajama/lounge pants 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

The following steps will be implemented when a student is in violation of the SMA dress code policy:

- Teacher or administrator assigned infraction on Guard Card or a detention issued for serious or repeated violations.
- Students may be required to change at school or be sent home to comply with dress code. If a student is sent home, he or she will incur a tardy or absence.

Building and Facility

Automobiles

All automobiles to be driven to school must be registered with the Front Office 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 cash fine. Repeated offenses may result in the loss of driving privileges on SMA property.

Building Hours/Supervision

- Exterior school doors will unlock at 7:00 am.
- The Interior Vestibule doors will unlock at 7:30 am.
- Doors to Academic Hallways and restrooms 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 students waiting for a ride should wait on the Learning Stairs and be picked up by 4:00 pm. After 4 pm, all students will be moved to the Interior Vestibule to wait for their rides.

Athletic and Academic Lockers

Freshmen and Sophomores are assigned an academic locker in which to store his/her personal possessions. Juniors and Seniors may request an academic locker from the front office. Student athletes will be assigned an athletic locker and combination padlock during their respective season(s). Any non-school lock is subject to 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 the Administration.

Visitors

Visitors to our school must report to the main office, sign in via the Hall Pass System which requires showing a Driver's License, 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 4:00, they will be waiting in the Interior Vestibule in the front of the building. Students should not be dropped off or picked up at the lower circle drive.

Financial Policies

Students with outstanding financial obligations will not be permitted to participate in school sponsored trips, extracurricular activities and camps. Grades, transcripts and diplomas will not be released until all financial obligations to the school have been met.

FACTS Tuition Management

St. Michael's partners with FACTS Tuition, a tuition management company, to collect tuition and fees. As part of the enrollment process, each family must sign an annual contract. Details such as tuition billing, financial aid, scholarships, and fees will be posted to your account. Enrollment in the FACTS management system is mandatory for each family. If you have questions, please contact the Advancement Office.

Financial Aid

Financial aid applications will be available online at smacatholic.org/tuition. Financial aid applications are assessed by FACTS AID and awarded based on financial need.

Scholarships

St. Michael is pleased to be able to offer a variety of scholarships to incoming and returning students.. The criteria and review process for each scholarship varies. Scholarship applications will be available online at smacatholic.org/scholarships in January. Applications will only be accepted electronically and deadlines are firm. Current school year tuition must be up to date for students to be considered for scholarships for the upcoming school year.

Fundraising and Volunteering

All fundraising done in the name of the school involving students or parents must be approved specifically by the Director of Development. This applies as well to the sale of any items. Fundraising is limited to efforts that are community-building or service-oriented.

SMA Daily Class Schedule - 2025-2026

Silver -- Mondays, Tuesdays, Fridays			
Daily Mass	7:45-8:15	30	
Morning Prayer/Announcements	8:30 - 8:35	5	
1	8:35 - 9:20	45	
2	9:25 - 10:10	45	
3	10:15 - 11:00	45	
4A	11:05 - 11:50	45	
4B	11:35 - 12:20	45	Lunch A (4B/5B)-- 11:05 - 11:30
5A	11:55 - 12:40	45	Lunch B (4A/5B) -- 11:55 - 12:20
5B	12:25 - 1:10	45	Lunch C (4A/5A) -- 12:45 - 1:10
House	1:15 - 1:35	20	
6	1:40 - 2:25	45	
7	2:30 - 3:15	45	
Navy Last Start Wednesday (1st, 3rd 5th, 7th)			
Daily Mass	8:30 - 9:00	30	
1	9:15 - 10:35	80	Lunch A -- 11:00 - 11:25
3	10:40 - 12:25	80 + Lunch	Lunch B -- 11:30 - 11:55
5	12:30 - 1:50	80	Lunch C -- 12:00 - 12:25
7	1:55 - 3:15	80	
Green w/Mass Thursdays (2nd, 4th, 6th)			
2	8:30-9:50	80	
Mass Prep	9:55-10:10	15	
Mass	10:15-11:15	60	
4	11:20-1:05	80+lunch	Lunch A -- 11:40 - 12:05
Seminar	1:10-1:50	40	Lunch B -- 12:10 - 12:35
6	1:55 - 3:15	80	Lunch C -- 12:40 - 1:05

SMA Faculty & Staff

SENIOR ADMINISTRATION

Will Nulton – President
 Mary Kroening – Principal
 Emily Valverde – Director of Faith & Mission

ACADEMIC ADMINISTRATION

Ann Wright - Assistant Principal/A+ Coordinator/College Counseling
 Travis Corbin - Activities & Athletics Director
 Lori Hanaway – Assistant Activities & Athletics Director

ACADEMIC OFFICE

Denise Brage - Academic Administrative Assistant/Attendance
 Monica Rieger - SIS Coordinator
 Laura Westhusin – Academic/College Advisor

ADVANCEMENT OFFICE

Matthew Baumler – Director of Operations
 Stacy Needels – Director of Development
 Julie Hyde - Director of Admissions and Enrollment
 Christie Johansen – Advancement Office Manager
 Andrew Benne- Communications/Marketing Coordinator

FACULTY

Claire Wunder	Language Arts	*Sister Stephen Patrick	Science
Faith Ennis	Language Arts	Meg Burke	SMILE Program
Lissa Lambert	Language Arts	Emily Mincher	SMILE Program
*Sarina Haggerty	Language Arts	James Underwood	Social Studies
Sr. Edith Augustine	Language Arts	Gabe Baccile	Social Studies
Molly Thomas	Math	Sam Freiermuth	Social Studies
Mac McGory	Math	* Melissa Wiehn	Social Studies
*Sean Sandstrom	Math	Gabriel Sappington	Theology
Sr. Dominica	Math/Science	Sister Michael Vincett	Theology
Jim Beard	Math	Matthew Lorang	Theology
*Jake Herzog	Music/Performing Arts	*Kenny Watcher	Theology
Maggie Plas	Physical Education/Health	Emma Kaminski	Visual Arts
Mark Bliss	Guided Learning/Weight-training	Jimmy Barragan	World Language/Spanish
* Laura Eagle	Practical Arts/Business	*Felipe Castro	World Language/Spanish
John Beaman	Science	* Denotes Department Chair	
Andie Lanpher	Science		
Greg Perenich	Science		

FACILITIES

Vince Fitzgerald - Director of Facilities
 Amy Byrne – Kitchen Manager
 Monique Maxwell – Assistant Kitchen Manager

Diocese of Kansas City – St. Joseph Catholic Schools
Family -School Covenant

This Covenant Agreement represents a commitment for the school and family to work together for the academic and spiritual formation of our students.

Catholic schools in the Diocese of Kansas City – St. Joseph pledge:

- To provide an authentic Catholic education in an academically and spiritually Catholic environment
- To make student safety a priority;
- To have your child's learning needs met if the school can reasonably accommodate them;
- To have your children cared for and taught by competent, faith-filled, and joyful teachers;
- To speak with or schedule meetings with you in a timely manner;
- To review your student's records and respond to them; and
- To provide opportunities for you and your family to participate in the life of the school and parish.

Parents of Catholic school student's pledge:

- To be a partner with the school in the education and formation of our child(ren);
- To read and acknowledge the student/school handbook;
- To fulfill all financial obligations to the school;
- To understand and support the moral and social doctrine of the Catholic Church;
- To participate in the Holy Sacrifice of the mass, on all Sundays (weekends) and Holy Days, OR, if not Catholic, attend weekly church services in your denomination;
- To read all communications from the school and request clarification when necessary;
- To know your children's teachers and to participate in parent-teacher conference dates and any special requests for meetings;
- To discuss concerns and problems with the person(s) most directly involved before contacting others;
- To support the mission and ministry of the school through tuition, volunteer, and fundraising support;
- To promote the parish and the school and to speak well of the school to others: and
- To know and support the school rules.

We enter this covenant freely and with firm determination to fulfill our responsibilities.

Parent/Guardian:_____

Date:_____

School:_____

Date:_____