



STUDENT HANDBOOK

St. Michael Academy's mission is to nurture and elevate a new generation of joyful leaders educated in the classical tradition and truth of the Catholic faith.

"Faith and reason are like two wings on which the human spirit rises to the contemplation of truth; and God has placed in the human heart a desire to know the truth—in a word, to know himself—so that, by knowing and loving God, men and women may also come to the fullness of truth about themselves."

—Pope St. John Paul II

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✘ HISTORY AND PHILOSOPHY ✘

St. Michael Academy (SMA) was founded in 2013 by a dedicated committee of parents, guardians, educators and community members who spent nearly two years, researching, analyzing, and discerning the opening of a Catholic high school to serve the Northern Michigan region. SMA offers a quality, classical liberal arts and sciences education which uses proven methods and content to develop sophisticated, life-long learners. SMA operates within the tradition of the Roman Catholic Church and is financially independent of the diocese and all parishes.

SMA is committed to preparing Catholic men and women for the vocation to which God calls them and is faithful to the teachings of the Catholic Church. Students are taught to use their gifts for the honor and glory of God, for their spiritual and temporal good, and for the good of their neighbor.

The Catholic Church teaches that parents are the primary educators of their children. As a result, SMA aids parents in the formation of their children by providing an atmosphere that maintains and fosters the Christian spiritual, intellectual, moral and physical formation that the students receive at home. The school exists primarily to form the intellect of the student, and thereby aids parents in those educational tasks that they are not able to completely fulfill on their own.

Authentic classical education, or liberal education, informs students with the most excellent intellectual accomplishments in the order of nature, and thus disposes them to truth, beauty, and goodness. Grounded in the seven liberal arts of the Trivium and Quadrivium, SMA teaches its students how to think like the great thinkers that produced our civilization. Education must not simply seek to impart knowledge of the various disciplines, but more importantly, it should give students the tools whereby they can live a full life, gaining knowledge on their own.

✘ ADMISSIONS POLICY ✘

SMA is open to students regardless of race, sex, religion, or national origin. SMA will not deny admission to students because of a demonstrated financial need. SMA is open to all religious denominations. It is understood by the admitted student and family that the student will be required to fulfill all academic requirements, attend Mass, and follow the code of conduct.

Any entrance exams, interviews, and or essays in the application process are designed to enable SMA to make accurate assessments of the academic acumen of each student in order to place them in the appropriate classes. In the admission of students to SMA, consideration will be given to children with siblings already enrolled in SMA.

✘ Application Process ✘

Official registration at SMA is accomplished when each of the following is completed:

- Application Form
- FACTS Student Aid Form
- Student Data Form
- Notarized Medical Treatment Release Form
- Immunization Records or Immunization Waiver
- Copy of Birth Certificate
- Meeting with Principal
- \$500 Non-Refundable Deposit (installment plans available; deposit applied to tuition bill)

✘ CHANGE OF ADDRESS ✘

SMA must have up-to-date address and phone information for students, Parents/Guardians, and emergency contacts. Parents/Guardians are to call the school office or email to make changes.

✘ ENROLLMENT & TRANSFERS ✘

Enrollment of students is considered incomplete until permanent records from the sending school have been received. The Principal has the final word as to the enrollment of the student.

Enrollment of new students takes place at the beginning of each academic year. Families wishing to enroll their children after the start of the academic year may do so at the discretion of the Principal.

✘ TUITION & TUITION ASSISTANCE ✘

SMA strives to maintain the best possible educational experience at the lowest cost to families. Our goal is for all students who wish to attend may do so regardless of financial need. If your family is interested in financial aid, you must apply for assistance through the FACTS service. The application form is available on the Admissions page of our website, or can be obtained from the school office.

If you are interested in setting up an educational loan, you may apply in person at one of the St. Francis Credit Unions in the Petoskey area, contact them at 348-7690, or visit their website at www.stfranciscu.org.

✘ STUDENT FEES ✘

Certain additional fees may be charged for textbooks, materials used in art, science, orchestra, choir, sports pay-to-play, etc. Families experiencing financial hardship may apply to SMA for assistance.

✘ TEXTBOOKS AND MATERIALS ✘

SMA will loan students required textbooks to incoming students to use free of charge. Students will be required to cover all books, and are to return them to SMA without having written or highlighted on the pages. Missing/Damaged/marked-on books will incur a replacement fee.

✘ CURRICULUM OVERVIEW ✘

The aim of the Saint Michael Academy curriculum is to educate the “whole person” by cultivating within the student the Theological Virtues of faith, hope, and charity; the Classical Virtues of prudence, justice, fortitude, and temperance; and the Intellectual Virtues of knowledge, understanding, wisdom, right judgment, and love of beauty. SMA presents to the student a unified view of knowledge by means of an integrated curriculum. The integration of subjects in the curriculum means that a relationship between one subject and another, and between all the subjects and the educational aims of the Academy is established, so that an ordered and unified view of knowledge is made possible for the student.

Liberal Arts Education

The term “*liberal arts*” is frequently used to describe the curricula of schools and colleges, but it is a term that often lends itself to misunderstanding. Liberal arts education, or simply liberal education, does not refer to the liberal-conservative political divide. In the case of liberal arts education, the word *liberal* is used in its original Latin meaning of *free*. The liberal arts curriculum is designed to produce a student who is truly freed from the erroneous opinions of others and the political agendas of the day in order to seek and embrace the truth.

The Classical Curriculum

A Classical education embraces excellence in human achievement and holds this before students, as a model. It is an education in excellence. Such exposure to excellence gives witness to goodness, beauty and truth, and, thereby, to God, and awakens in the student the deepest sensibilities to all that is noble and good. The classics of literature, art, and music endure and remain to inspire and to educate those who study and absorb their lessons. The classics document humanity’s search for the truth; this search finds its complete fulfillment in the Incarnation of the Son of God.

The Trivium

The classical liberal arts curriculum at SMA incorporates the pillars of the Trivium: grammar, logic and rhetoric. Grammar involves imitation, memorization and practice, and emphasizes factual knowledge largely acquired through sensory experience. With grammar, students learn the structure, vocabulary and rules of language, leading to habits of clear and logical thinking.

With logic, students are taught more by principles than by memorization, although the latter is always important. The student begins to think analytically in the language studied and learns the interrelations that exist among the principles of the various disciplines, leading to a good understanding of those principles.

Rhetoric is the art of persuasive speaking and writing. This part of the Trivium gives the students the opportunity to develop speeches for various audiences and learn well the art of written and oral speech. Penmanship is continually emphasized as are the many diverse forms of writing, i.e. essays, outlines, lecture notes, letters and creative writing. Students begin to develop a voice to convey their views of the subjects learned. Declamation, the study of the art of speaking, is emphasized as well and covers important areas such as articulation, breathing, volume and intonation.

The formative function of education is to develop, discipline, and direct the capacities of the human person. This is achieved when the mind assimilates, with and through subject matter, definite ideas, attitudes, methods, habits, and principles. In handling subjects, this formative function of knowledge is the aim.

The Subjects of the Curriculum

1. Religion: The religion curriculum presents the beauty, logic, and saving truth of the Catholic Faith by the study of the following: Holy Scripture and Catholic doctrine; the seven Sacraments and the history of the Church; the Papacy and the role of the Magisterium; papal encyclicals and the Fathers of the Church; the teaching of the Church Councils; and the lives of the Saints. In addition, the celebration of the Holy Eucharist, the Sacrament of Penance, and prayer will be integrated into the life of the school.

2. History: With the study of history, the student is led through the course of human history from the ancient civilizations, to the classical world, to early Christianity through the flowering of Christian civilization to the modern world. American history are studied along with the history of Western civilization and the development of world cultures, all of which is informed by Christ's Incarnation within human history.

3. English Language Arts: Critical and aesthetic reading of literature, literary analysis, vocabulary, rules of grammar, composition, and research skills are the emphases. The "Great Books" determine the scope and content of the literature program at all levels. Extensive reading and written expression form the basis of the curriculum. Composition and handwriting are developed and emphasized throughout the curriculum.

4. Languages: Latin merits a special place in a Catholic curriculum given its rich heritage in Western civilization and its privileged place in the life of the Church. Latin study leads the student to an understanding of the logic of language, and Latin roots are the basis of some 60% of English vocabulary. The study of Latin forms an integral aspect at every level of the curriculum. Formal training in Latin grammar is also emphasized

5. Mathematics: The realm of mathematics is primarily in the mind, it strengthens the ability of the student to handle abstraction. The Academy's approach to mathematical instruction is cumulative and incremental, so that no skill is taught in isolation.

6. Science: The science curriculum helps the student develop an appreciation of the order and beauty of creation and introduces the student to the scientific disciplines. Through classroom instruction and experimental investigation, they will discover the interconnection of all branches of science and will develop the ability to link their growing knowledge of the physical world to other components of the school curriculum. Students come to understand their environment as a unique creation amid the vast universe and the need for stewardship of the earth, which has been entrusted to them by their Creator.

7. The Fine Arts: The art and culture of Western civilization has flourished under the patronage of the Catholic Church because it views beauty as the "attractive radiance of the truth" of Divine Revelation. The study of the Fine Arts is integrated throughout the Academy's curriculum as a complementary and vital part of the student's education. Students also receive separate instruction in art. The student learns the classical criteria for beauty and how beauty in art is at the same time an expression of Divine beauty and a vehicle to lead the mind and heart to God.

✘ Study Habits and Homework ✘

To study means to apply one's entire self to the search for truth and to be formed by the truth in one's intellect and will. Study is hard work and, yet, as one acquires good study habits he comes to experience the unique joy and satisfaction that only study can bring.

Study is an integral part of the academic process, both at home and at school. It should be expected that a student will have homework for each class, every night. While at home, students are expected to assimilate the material they are learning and to complete all due assignments. Since most of the learning process is done at school under the direction of the teacher, a conscious effort will be made on the part of the faculty to limit homework to that which is necessary to reinforce the material taught

and attain appropriate student progress. Instructors are informed to aim at no more than a ten minute per grade time limit for nightly homework (e.g. 90 minutes for a 9th grader, and often, less than that). It is the responsibility of the student to pace this homework throughout the week. Achievement cannot be attained without study.

Parents/Guardians should help their child to understand that study and review of assignments is needed for practice, as well as the further development of classroom instruction. While the student needs private study time in a setting free of distraction, parents must be actively and appropriately involved in their child's schoolwork. This could include: daily discussions about what the student is learning, monitoring study time, checking assignments for completion, reviewing written work, quizzing student on memory work, reading and discussing books the student is reading, offering encouragement to persevere through difficult material and expressing trust in the student's God-given ability. In no case should a parent ever do the student's work.

Teachers will notify students of their assignments as well as given to students in each class. It is the student's responsibility to keep track of assignments. Students who are experiencing academic difficulty are encouraged to seek help early in the course. To arrange for assistance, the student should contact the appropriate teacher. Study skills will be addressed at the start of the school year.

✘ CLASS POLICIES ✘

At school students are expected to foster an atmosphere of respect and academic excellence. Students are to come to class prepared and all homework assignments are to be completed on time. Incomplete or insufficient preparation causes a serious interruption to the learning process and the teacher will take the necessary steps to address the situation immediately. This may include a failing mark for the assignment and/or detention either during or after school. However, when a student misses homework for reasons beyond his control, such as in the case of a family obligation or emergency, the parents are asked to provide a note to the teacher explaining the situation.

Since education is largely a self-motivated activity by which one not only learns important material but also learns how to learn, it is necessary that the student cultivate responsible, efficient and productive study habits.

Classroom Standards

- Come to class prepared. Have homework finished and ready to turn in.
- Gum, food, drinks, hats, personal electronic devices, etc. are not allowed in class.
- Respect yourselves, one another, and the school.
- Bring notebook, paper, pen, pencil, and all necessary material to class.
- Pay attention in class, listen well, take copious notes, and participate.
- Ask questions when one does not understand.
- Plan work and use daily private study time productively.
- Make sure to write down and understand assignments before leaving class.
- Strive to do your best, never satisfied with "just getting by"
- Pray for success.

✘ ACADEMIC REQUIREMENTS ✘

SMA offers a unique, yet time-honored approach to education through its Catholic Integrated Classical Curriculum. This program is based on the three pillars of classical education: integrated

history and literature, a rigorous study of the natural world, and an appreciation of the visual and performing arts—all suffused with the light of the Catholic faith. This curriculum requires students entering 9th grade to obtain a minimum of 27 credits for graduation. There are a certain number of both courses and credits needed to be completed each year, often requiring students to accrue additional credits for graduation. Elective courses are offered in several subject areas to ensure students receive a blend of classes that challenge their unique abilities. Year-long courses earn 1 credit for graduation. Semester-long courses earn .5 credit for graduation. Below are the minimum graduation requirements by credit for each subject area:

- Mathematics: 4 Credits
- Literature: 4 Credits
- Science: 3 Credits
- History: 4 Credits
- Theology: 4 Credits
- Philosophy: 3 Credits
- Latin: 2 Credits
- Art: 1 Credit
- Music: 1 Credit
- Physical Education: 1 Credit

The academic year is divided into four marking periods with exams at the end of each period. Below is our curriculum overview:

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
The Ancient World	The Medieval World	Renaissance & Enlightenment	The Modern World

HUMANITIES

LITERATURE	Homer, Sophocles, Aeschylus, Virgil Chesterton: Orthodoxy	Augustine, Chaucer, Beowulf, Shakespeare Chesterton: St. Francis of Assisi	Dante, Cervantes, Shakespeare, More Chesterton: St. Thomas Aquinas	Austen, Dickens, Dostoyevsky Chesterton: The Everlasting Man
HISTORY	Early Civilizations Ancient Greece Ancient Rome	Early Church History Early Medieval, Crusades	High Middle Ages, Renaissance, Reformation, Counter-Reformation	Age of Revolution: American, French Industrial, Sexual Communist
THEOLOGY	Old Testament; Catechism	New Testament; Catechism	Catechetical Topics I; Apologetics	Catechetical Topics II; Apologetics
PHILOSOPHY	Plato & Aristotle, Logic & Rhetoric	St. Thomas Aquinas, Machiavelli, Hobbes, Locke	Rousseau, Burke, Tocqueville, Nietzsche, Chesterton Kirk	Political Economy & America's Constitutional Order
LANGUAGE	Latin I	Latin II	Latin III, Spanish I, French I	Latin IV, French II, Spanish II, Greek I

MATH & SCIENCE

MATH	Algebra I or Geometry	Geometry or Algebra II /Trigonometry	Pre-Calculus or Calculus I	Calculus I or Statistics
SCIENCE	Earth Science	Biology	Chemistry	Physics

FINE ARTS

MUSIC	Choir, Music Theory and History, Sacred Music, Chamber Music	Choir, Music Theory and History, Sacred Music, Chamber Music	Choir, Music Theory and History, Sacred/ Chamber Music	Choir, Music Theory and History, Sacred/ Chamber Music
ART	Ancient Art History- Sacred Art, Drawing Calligraphy	Byzantine/Medieval Art History, Portraits, Pastels, Color	Late Gothic, Renaissance, Baroque, Oils	Classical, Romantic, Modern, Oils, Watercolors
DRAMA	Year 1: Full Length Play - Drama	Year 2: Full Length Play - Comedy	Year 3: Full Length Play - Shakespeare	Year 4: Full Length - Musical

On a case-by case basis as determined by the Principal, additional online elective courses, as well as courses offered for college credit, are available for those students who show diligence and whose grades show the ability to handle the additional course-load.

✘ GRADING SCALE ✘

LETTER GRADE	GRADING SCALE	GRADE POINT
A	93-100	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.00
D-	60-62	0.67
F	0	0

✘ INCOMPLETES ✘

A grade of “Incomplete” will be used only in the event of unusual circumstances:

1. An extended student illness or family emergency.
2. Serious illness at the end of a marking period that makes timely completion of work impossible.
3. A teacher illness or emergency at such a time that it is impossible to complete grading.

An “Incomplete” will not be given to a student who has merely failed to meet deadlines. All

incompletes must be removed during the first two weeks of the end of a semester, unless extenuating circumstances are presented and approved by the Principal. Otherwise, the course will be marked as a Failure.

If a student fails a required course, that student must either attend Summer School or re-take the course to recover credit. No diploma will be issued from SMA to a pupil who has not met class, course, and credit requirements and/or has not met financial obligations to the school.

✘ MISSION TRIP ✘

Each year, a Mission Trip is scheduled for SMA students. This is an essential part of the SMA educational experience, and student participation is required. Details about the Mission Trip will be communicated to Parents/Guardians prior to the start of the trip. Those Parents/Guardians with questions about the Mission Trip are asked to contact the office at least two weeks prior to the trip.

✘ ENRICHMENT/COMMUNITY SERVICE ✘

SMA is dedicated to instilling a sense of social responsibility and servant leadership in our students. For this reason, service opportunities have been integrated into the curriculum.

✘ BROWN CORD ✘

In the spirit of St. Francis, students who complete an additional 20 service hours (outside of school time) can earn recognition for being part of the Brown Cord Ministry. An awards ceremony is held each year to recognize those who achieve this additional level of service. Those who achieve 20 hours each year they attend SMA will receive a Brown Cord to wear at graduation.

✘ FORMING STUDENTS OF CHARACTER ✘

Together with educating the student's intellect, SMA assists parents in the crucial task of training the will. When the will is trained so that the person makes choices based upon the classical virtues of wisdom, courage, temperance, justice, and the theological virtues of faith, hope, and love, this person has developed a truly Christian character. This is our goal. Character is defined as the combination of distinctive qualities belonging to an individual, in particular, the acquisition of moral strength through training and self-discipline. Character is demonstrated when a person does the right things for the right reasons. By forming a Christian character, students take confident possession of themselves, building their lives on the rock solid foundation of truth and principle.

The development of character is affected by the individual's temperament, which, if left untrained results in weak character. Consequently, the work of the student is the work of mastering and governing the self. Obviously, developing the capacity for self-government is the task of a lifetime, but as Catholics we are thankful for the grace and assistance of the Sacraments, which help us turn our souls to the Good. It is in this way that the young person is adorned with the classical and theological virtues.

✘ STUDENT DISCIPLINE ✘

SMA is committed to providing a safe and orderly learning environment. School authorities and faculty have an obligation to expect an attitude of respect and cooperation from their students. Discipline is fundamental in education and a respectful atmosphere is essential for academic, social, and spiritual growth to take place. The word *discipline* comes from the Latin word which means *to learn*, like the disciples who learned from Christ, the *Rabbi* (teacher). The training of the mind, like the training of the body, requires self-discipline. A disciplined student is a responsible and successful student. It is fundamental to the philosophy of SMA that the atmosphere in school be disciplined, quiet, and orderly, that is, conducive to learning. Student cooperation and self-control are expected in order to uphold the dignity of the academic setting and the spiritual nature of the Academy. Students conduct themselves at all times in a manner that reflects favorably upon themselves as Christian ladies and gentlemen.

To assist children to become students of character, discipline at home and at school must be compatible, consistent, and unified. As parents and those who stand in place of parents (*in loco parentis*) during the school day, we know that love is at the heart of all discipline and that correction is an essential part of the firmness of love. Our vocation as parents and as teachers requires that we teach our children to observe all that God has commanded, i.e. the Ten Commandments and the Laws of the Church. We do this both by word and example. Helping students to learn self-discipline is a shared responsibility of the school and Parents/Guardians. Rules and regulations are devised to help the school community function smoothly. By enrolling at SMA, Parents/Guardians and students have accepted our code of conduct and disciplinary procedures.

In order to establish and promote an atmosphere of Christ-like living in the school community, the following standards of conduct are expected:

- Respect for self, students, teachers, staff, volunteers, and guests.
- Respect for personal and communal property.
- Respect for rules and regulations.
- Treat all with dignity and respect.
- Hold yourself and others to highest standards of honesty and integrity.

Depotment

The student exhibits the following behavior and attitudes:

- Obeys all instructions given by school faculty and staff;
- Knows, understands, appreciates and abides by the rules of the Academy;
- Exercises self-control and restraint;
- Maintains a modest, neat, and well-groomed appearance in accord with the dress code;
- Appreciates and acknowledges the skill and talents of others; and does not demean the inadequacies or shortcomings of others.
- Maintains a standard of personal excellence, putting forth his very best effort in all he does, directing his actions to the honor and glory of God;
- Prays and worships with a devout attitude;
- Addresses all adults with respect;
- Raises his hand to speak, not interrupting others;

- Speaks in a polite manner;
- Gives assistance to other students when needed and appropriate;
- Is punctual in attendance and assignments;
- Cares for his own possessions and those of others, keeping the building neat and clean;
- Apologizes for inappropriate behavior, quietly and respectfully accepting the consequences thereof

✘ AUTHORITY OF THE ADMINISTRATION ✘

The **Principal** has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed by everyone in the SMA community. Furthermore, students and Parents/Guardians have selected SMA, and the school has accepted students on the basis that they comply with the rules and regulations set forth by the school. There also are rules and regulations that are not officially listed but clearly flow from the mission, perspective, and philosophy of SMA. Students are expected to behave at all times taking into consideration the dignity and value of all persons they encounter. Any time a student does not do this, either the student or another member of the community is hurt – and the situation will be dealt with appropriately.

✘ UNIFORM POLICY ✘

The uniform policy reflects the academic nature of our institution. Attire appropriate for school means it is in good taste and compatible with a Christian and businesslike atmosphere. It is expected that students at school and school functions will be dressed appropriately for the occasion.

One's appearance is the first statement one makes about one's identity. It speaks volumes. As the body reflects the soul, so one's dress reflects one's attitudes towards oneself and towards others. SMA students dress modestly and in good taste. Students are always neat, clean, and well-groomed while at school and at all school-related functions. It is important that students keep in mind that they serve as ambassadors of SMA in the larger community. Every student is expected to follow the dress code outlined below, including the proper wearing of the uniform. The dress code will be strictly enforced. We ask that parents help us in this regard. Each morning at homeroom, there will be a uniform check.

SMA reserves the right to make such changes to the dress code as it deems necessary. Any changes will be clearly communicated to Parents/Guardians and students. The Principal has the final say on all dress code issues.

✘ Appearance Specifics ✘

Gentlemen:

- ✘ Must be clean shaven.
- ✘ Sideburns may not extend below the ear lobe.
- ✘ Boys are not allowed to wear earrings during the school day or as a participant in extracurricular events.

Ladies and Gentlemen:

- ✘ All attire should appear neat, clean, and orderly.
- ✘ Extreme hairstyles or coloring are not allowed. Hair must be neat, clean and of natural tones; for

young men, hair will not be of excessive length (touching collar).

✘ No skin is to show at a person's midsection regardless of whether the person is sitting, standing, or reaching.

✘ Belts must be worn with pants and shorts.

✘ Caps/hats must be removed while in the building.

✘ Excessive or extreme jewelry or make-up is not acceptable.

✘ No visible body piercings or tattoos are allowed during school or extra-curricular activities.

✘ Uniform Specifics ✘

Our students and faculty, represent Christ in action, and their appearance reflects the values held by SMA, namely: we are a classical Catholic high school. Wearing a uniform is a daily practice of self-discipline, and pride in appearance. It is also good practice in professionalism.

✘ While in school building, no cargo pants, no leggings, no jeggings, no skinny pants, no yoga pants, no tight-fitting pants, no pants with holes or tears, etc. No clothing that is distracting or immodest.

Men: Non-Mass days:

- Black or gray dress pants
- Purple¹ or white polo (long or short-sleeved)*
- Heather Gray V-Neck Sweater*¹ (optional)
- Gray SMA Fleece (optional)
- Black Blazer+*¹
- Belt
- Black dress shoes (not sneakers/athletic shoes)

Mass days:

- Black or gray dress pants
- White button down shirt
- Purple Tie²
- Heather Gray V-Neck Sweater*¹ (optional)
- Black Blazer+*¹
- Belt
- Black dress shoes (not sneakers/athletic shoes)

Women: Non-Mass days

- purple¹ or white polo (long or short-sleeved)*
- Gray SMA Fleece (optional)
- Black or gray dress pants
- Black or gray A-line, at the knee or below skirt¹ (optional)
- Black dress shoes, heels no higher than 1" (not sneakers/athletic shoes)

- **Mass days** Black or gray A-line, at the knee or below skirt¹
- White button down shirt
- Purple¹ or white polo (long or short-sleeved)*
- White or purple cardigan sweater*¹ (optional)
- Black dress shoes, heels no higher than 1" (not sneakers/athletic shoes)
- Black tights or knee socks

* indicates that the school logo is required on all sweaters, polo shirts, or blazers.

+ A Black Blazer is required for Men on Mass Days. The acceptable style may be viewed at www.landsend.com SMA school code: 900159989. Families may purchase the Blazer at Lands End, or at another vendor, **as long as the blazer is the same color, style, and cut of the Lands End version (please consult with Principal if you have any questions)**. A special school crest patch for the Black Blazer will be made available to families during the first quarter of the academic year. The SMA Black Blazer is optional for Men on non-Mass Days for warmth and comfort, similar to the SMA Gray Sweater and SMA Gray Fleece.

¹ indicates items that can be purchased from Lands' End for color and design uniformity (sweaters, cardigans, purple polos, and black or gray A-line skirts). To view acceptable styles, please visit www.landsend.com and use the SMA school code: **900159989**.

² indicates purple tie that will be purchased at the school office. Seniors may wear a modest purple tie of their choosing.

General Uniform Notes:

- ✘ All questions regarding acceptable uniform options should be directed to the Principal.
- ✘ On special occasions as designated by the Principal, Spirit Wear may be worn. Only approved SMA t-shirts, fleeces, sweatshirts, etc. can be worn on such days, along with **uniform** pants/skirts/shorts. Skirts are to be at the knee or longer.
- ✘ Students will occasionally be given “dress down” days for specific dates on the calendar. These days are given for birthdays, feast days and other occasions, or may be earned through the earning of merits. Appropriate modest clothing must be worn.
- ✘ Non-tight Black or gray shorts may be worn by Men before Oct. 1 and after May 1, but they **may not be shorter** than 1-inch from the top of the knee.
- ✘ Students in band are required to wear the appropriate day’s uniform upon arrival at school. They are not to change into their uniform after arriving at school.
- ✘ Students with after-school activities may change into modest non-uniform attire **AFTER DISMISSAL PRAYERS & ANNOUNCEMENTS AT 3:25 P.M.**
- ✘ SMA Sweatshirts and other Spirit Wear and/or Casual Wear **ARE NOT TO BE WORN DURING SCHOOL HOURS UNLESS AUTHORIZED BY THE PRINCIPAL (e.g. Spirit Days/Dress Down Days)**
- ✘ The uniform policy is enforced by all faculty and staff in accordance with the disciplinary procedures of SMA.

✘ CODE OF CONDUCT – GENERAL ✘

The Academic Environment and the Common Good

✘ ATTENDANCE ✘

✘ ABSENCES FROM SCHOOL ✘

Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement. Students are expected to be in school and on time all days when school is in session as noted on the official school calendar.

Parents/Guardians must contact the school office before 8:00 a.m. if their student will be absent that day. Please either call or email the secretary. If that call is made before the office opens for the day, Parents/Guardians are asked to leave the student’s name and the ***reason for the absence*** on the answering machine. Absences will be recorded by the office.

When a student misses school, he or she is responsible to make up all class work and assignments. Normally, the student has the same number of days to make up work and turn in assignments as the days he or she was absent, but ultimately this is at the teacher’s decision.

1. **Excused Absences:** It is the school’s responsibility and right to judge the adequacy of any reason for absence and to investigate the validity of all such communications. It is expected that all anticipated

absences be made known to the school as soon as possible prior to the absence. A note upon return may not be sufficient. Every effort should be made to schedule appointments outside of regular school hours as opposed to class time. Please note: It is the student's responsibility to find out what work has been missed and to complete the work within the amount of time given by the teacher. Work not completed within the agreed upon time will be regarded as a 0.

An illness is considered an excused absence. During the school day, students who are too ill to remain in class should inform their teacher of their condition and report to the office. The staff person will attempt to contact the Parents/Guardians who can verbally dismiss the student for the day. The ill student will be unable to participate in extracurricular activities the rest of that day. Students may not excuse themselves from school. The student cannot be released if they have not spoken to office, nor if their parent has not spoken to the office. Students who leave prior to the end of the day must sign out at the office.

2. Vacations: Vacations during regular school days are **highly** discouraged. If we value education, then we must value time spent in school. It should be noted that SMA follows the same spring break schedule as Petoskey Area Schools. SMA encourages Parents/Guardians to plan their family trips at times when school is not in session. In turn, the students **are required** to have **all** assignments, tests, etc. completed upon their return from vacation. It is the responsibility of the student, not the teacher, to make sure that their work is completed. Any work that is not completed and turned in on the day the student returns will be recorded as a 0. Various times are provided throughout the school year (Thanksgiving, Christmas, and Spring Break) for vacations. A full school calendar may be found on the website or at the school. Parents/Guardians anticipating a pre-planned vacation or an absence due to personal/extraordinary reasons must notify the school at least five school days in advance of the proposed absence. There may be cases that the school rejects the request of a parent. *Teachers are not required to give assignments in advance of vacation times.* It is the student's responsibility to seek and make up any missed work. There is no replacement for time lost while not in school.

3. Unexcused Absences: Any absence, which is unauthorized by the school or parent/guardian or for any other reason is determined by the school to be inadequate, is called an Unexcused Absence. Examples of unexcused absences are, but not limited to, skipping classes, skipping school Mass, not returning to a class, failure to contact the school regarding an absence, staying home without parental knowledge, and oversleeping. Consult your teachers regarding the scheduling of make-up tests/quizzes, as the completion of these may be required during or after school hours.

✘ EXCESSIVE ABSENCES ✘

Excessive absence can put a student in jeopardy of graduating, regardless of their GPA. In such a case, a meeting with the parents/guardians will be requested by the Principal, where academic consequences will be discussed if such absences continue, to include grade reductions and possible suspension/expulsion.

Extended illness or absences due to injury or other extraordinary circumstance will be treated on an individual basis. The Parents/Guardians will be given a chance to provide an explanation that includes proper documentation before the final decision is made.

✘ TARDINESS ✘

The school day officially begins at 8 a.m. Students who arrive at school after 8 a.m. are considered

tardy. Students who arrive late must sign in at the office first. Failure to report to class within the first five minutes of any class will result in a student also being considered tardy. Students are to be in their seat, with all necessary class materials before the bell for that class finishes ringing. Getting a drink, using the restroom, etc. are not valid excuses for tardiness, unless the teacher or teacher's assistant has given permission PRIOR to the start of class.

Excessive tardiness to school and/or to class will result in absences and thus points taken from a student's report card grade at the end of the semester, at the discretion of the Principal in consultation with applicable faculty. For every three times a student is tardy to school or to class, this will count as an absence.

Students will be subject to SMA's disciplinary procedures for tardiness per each quarter based on the following frequencies:

Tardies per Quarter Procedure

Number of Tardies	Consequences
3	The office will notify the student/family.
5	Student will serve detention/school service.
8	Meeting with the student and parent, two detentions, plan made to stop the tardiness.
10	Student will be given week-long detention.

As stated above, Parents/Guardians are asked not to make appointments that would require the student to miss any class time. If there are conditions in which no other alternative is available, the procedure for an early dismissal is as follows:

1. A note or email signed by the parent, giving the reason for the early dismissal presented to the office before the school day begins, or an early phone call.
2. When a student returns to school, either the same day or the following day, the student may be asked to present a note from the doctor or other official in order to receive an excused absence.

✘ TRUANCY ✘

Students are expected to attend school daily. A student absent for a school day without his or her Parents/Guardians' consent is considered truant. Students who are truant from school are not allowed to make up work missed and will be suspended upon their return. The state mandatory attendance law dictates that any child absent from school fifteen (15) consecutive school days without a note of excuse is considered truant. The name of the student is submitted to the Intermediate School District Office for truancy violation.

✘ REPORTING AFTER SCHOOL HOURS/DETENTIONS ✘

Teachers, for academic and/or disciplinary reasons, may ask students to report to the school after school hours. Such students report in full school attire. Failure to report is a serious offense according to SMA's disciplinary procedures.

✘ EXTRACURRICULAR ATTENDANCE POLICY ✘

Students must be in school attendance on the day of the event. The student must be in school **no later than 4th period**. A student may neither attend nor participate in an athletic, co-curricular event, practice, or attend an extracurricular school activity on the day of his/her absence.

Missing an entire class or more for illness or an unexcused reason means ineligibility for both activities and events for that day.

On the school day following extracurricular activities, students must be in school on time. A student who is habitually tardy or absent the day following an event will be limited in future extracurricular participation and, if necessary, dropped from the activity.

✘ DISCIPLINARY PROCEDURES ✘

The discipline policies of SMA attempt to foster an environment that promotes the total Christian education of the student. If this goal of maturity is to be realized, discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student. It must be noted that, for anything to be an infraction, it must be deliberate.

Normal discipline is the responsibility of the student with the guidance of the classroom teacher, staff and administrator. If poor conduct or attitude becomes a persistent problem, the staff member is to contact the Parents/Guardians to enlist their cooperation. If this fails, the student is reported to the Principal. The Principal will assess the situation and then determine the action to be taken. The Principal and Head of School have final discretion on all disciplinary actions.

Cooperation is expected and students are held responsible to conduct themselves according to the norms set forth by SMA. With this cooperation, the discipline system will serve as a positive element in the school, helping to build a Christian atmosphere.

Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect or other acts of discourtesy will not be tolerated. Parents/Guardians will be notified of serious violations. The administration, parents/guardians, teachers, and students should work together to achieve these common goals.

Students must maintain satisfactory discipline, attendance, and academic records in order to retain privileges.

SMA employs a merit, demerit and detention system. Merits are given out by staff to students for exemplary conduct that demonstrates the classical virtues of wisdom, courage, temperance and justice; and the theological virtues of faith, hope, and love. For demerits, SMA categorizes offenses as minor, intermediate, and major. All teachers are free to issue demerits to any student if the situation warrants. Disciplinary procedures pertain to SMA students when in attendance at SMA or at academy sponsored events.

Major offenses to student discipline that may result in suspension or expulsion from school will involve consultation between the Principal and the SMA Board. Please note that it is impossible to indicate in advance all possible infractions and disciplinary responses.

School official will fill out a "Detention Notice," and the demerit will then be entered into the student's file within the school's online record system in a timely manner, with a brief note as to the nature of the offense. It is possible that this entry might not occur on the precise date of the incident, as there

may be a period of fact-finding before giving the demerit. When a demerit is issued, the student's parents/guardians will be notified automatically via email through the school's online record system.

Merits

Aristotle defines moral virtue as a state of character involving choice lying in a mean – his famous “Golden Mean.” SMA strives to habituate students in the classical and theological virtues, and when a student's behavior is particularly exemplary, faculty and staff are encouraged to highlight such virtuous conduct through the distribution of merits, which are noted in the student's on-line record-keeping system. And at times, special privileges for the meritorious student is accrued as a result.

Demerits/Detentions

For a first-time minor offense, efforts will be made by school officials to issue an on-the-spot correction to the student to help him understand the nature of the mistake. If there is a subsequent minor offense, he earns one demerit, and must then perform some assigned academic task, ideally during lunch or the next available study hall. For every two demerits a student earns, he will sit detention during lunch or the next available study hall. **performing some specified service for the school.** For every three demerits, a longer after-school detention will be served involving both academic and service tasks for the school. For every five demerits, a week-long detention will be served, a parent conference will be scheduled, and suspension may be considered, at the discretion of the Principal. For more than five demerits, a parent conference will be scheduled and suspension and/or expulsion will be considered, at the discretion of the Principal. During detentions, no homework may be done. Failure to serve the detention will result in further disciplinary action. Most detentions will be working detentions allowing the students to better the school facilities. Parents/Guardians will be informed by the administrator of all detentions. Transportation, jobs, sports, activities, etc., are not acceptable excuses for missing detention.

As it is always helpful to have concrete examples, below are some typical types of minor, intermediate, and major behaviors warranting demerits. Like all disciplinary matters, SMA faculty and staff exercise discretion in this arena of school life.

Examples of Minor Offenses (non-exhaustive list) - 1 demerit

- Not adhering to SMA's uniform and appearance policies.
- Use of electronics on premises—First infraction, confiscate for remainder of day; give 1 demerit; meet with Principal. Second infraction, confiscate for remainder of day; give 2 demerits; contact parent/guardian for pick-up of device. Third infraction - Give 3 demerits; contact parent for pick-up of device; lose driving privilege for remainder of quarter; lose device privilege for remainder of school year.
- Talking in class while the instructor is speaking or interrupting the speech of a student called upon by the instructor
- Getting up from one's seat without permission
- Student outburst meant to distract from the lesson
- General disobedience.
- Minor property damage. Student must fix or make restitution, if possible.
- Other misbehavior of similar seriousness

Intermediate Offenses (non-exhaustive list) - 5 demerits

- Not in uniform.
- Talking or otherwise failing to follow directives during a fire drill or severe storm drill
- Intentional and blatantly disruptive behavior in the hallways, restrooms, or cafeteria
- General failure to act like a gentleman or lady while in public or when visitors are present at school or during an SMA event (examples include when at Mass, on a field trip, when a priest is giving a talk to students, etc.)
- Violation of student driving/parking rules
- More serious property damage. Students are responsible for restitution of all damages.
- Deliberate and hurtful demeaning of others.
- Possession of dangerous objects/weapons.
- Cutting classes.

Intermediate offenses trigger parent conference, and may warrant a week-long detention and possible other penalties.

Major Offenses (non-exhaustive list) - 10 demerits

- Repeated violations, gross disrespect, insubordination: student failure to comply with directions of teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel or volunteers while the student is under the authority of school personnel.
- Persistent refusal to follow teacher's instructions especially in context involving student safety.
- Cheating, theft, or dishonesty
- Skipping school or leaving school grounds without permission
- Major, deliberate destruction of property. Students are responsible for restitution of all damages.
- Stealing: Students shall respect the personal ownership rights of others.
- Verbal abuse/profanity: A student shall not verbally abuse, gossip, and/or use profanity to harass another student, teacher, administrator, staff member, or other school personnel or volunteer. This includes "Killing Statements" and put-downs of other students. Please note: any threat of harm to self or other will be reported to the authorities. This also includes any harassment through the use of technology.
- Disruption of school: A student shall not by use of violence, force, coercion, threat, or false alarm cause disruption or obstruction of normal school operations.
- Physical abuse: Students shall not engage in inappropriate touching or physical abuse of another student, teacher, administrator, staff member, or other school personnel or volunteer.
- Fighting
- Assault: A student shall not act or behave in such a way that could cause physical injury to other students, any school employee or other persons on school property, or during school sponsored activities.
- Alcoholic beverages, drugs, and controlled substances: A student shall not possess, use, deliver, conceal, or be under the influence of the aforementioned items.
- Possession of Dangerous weapons and instruments: A student shall not possess, handle, or conceal any dangerous weapon or instrument while on school property or during school sponsored activities.
 - *NOTE: A weapon is an object that can be used to threaten or injure another person. The school vicinity refers to any part of the school building, the school property (including parking lots, playgrounds, play fields, and/or the perimeter of all school property) and*

any area within 200 feet of the school property on the school grounds, as well as the adjacent grounds.

- Procedures regarding weapons policy (In compliance of The Michigan School Code and The Diocese of Gaylord Weapons Policy 4112):
 - Any student discovered to have, or suspected of carrying, possessing, concealing, or transferring a weapon on school grounds shall be immediately removed from classes pending further investigation.
 - A search may be conducted to verify the suspicion. Questions may be asked by the administrator, a member of the administration team, a teacher, or any other person acting on behalf of one of these individuals.
 - Depending on the nature of the weapon, the local police department may be notified immediately and the pupil may be detained.
 - A pupil found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.
- Smoking/chewing/vaping tobacco: Students shall not possess or smoke cigarettes, cigars, vaping-devices, or other tobacco products. Tobacco of any kind is prohibited. Vaping of any substances is prohibited.
- Hands off Policy: All students are to keep their hands and feet to themselves in order to avoid any misunderstandings. Unfortunately, the most innocent of touches can be interpreted as being aggressive and can lead to fighting.
- Social Media: Students deviating from the values of our school through the use social media are subject to discipline by administration. Social media includes Facebook, Twitter, or any other social media site.
- Any serious conduct that would offend against the Catholic nature of the Academy

Major offenses warrant immediate contact with the parents by the Principal followed by immediate corrective action, and perhaps suspension, and/or expulsion, depending on the nature and circumstances of the offense. Issues of suspension or expulsion will involve consultation between the Principal and the Board.

✕ IN-SCHOOL SUSPENSION ✕

When this consequence becomes necessary, the student is removed from daily classes, but not from the building. He/she is expected to complete daily assigned work in silence.

✕ OUT-OF-SCHOOL SUSPENSION ✕

Suspension procedures will take effect when a student has been found to seriously impair the development of Christian education and respecting the rights of all involved. *Any severely disturbing behavior that clearly falls outside of the mission, perspective, and philosophy of SMA will result in a suspension.*

A student may arrive at an out-of-school suspension in the following ways:

1. after one or more Intermediate or Major Offenses.
2. When a student's behavior is determined to have become detrimental to the physical, spiritual or academic welfare and progress of other students. Reinstatement takes place only at the discretion of the Principal..

Note: Students sent home for disciplinary reasons may not participate in any school function until reinstatement has taken place. Said student is responsible for getting all classroom material and assignments for the period missed.

Suspensions also trigger academic consequences. For each day suspended, the student will be docked ten percentage points on all tests, quizzes, assignments, and any other class work missed.

Suspended students still are expected to complete all assignments, quizzes, and tests during that day from home, and submit completed assignments upon return to class.

✘ SUSPENSION APPEALS ✘

It is important to note that only suspensions which are three days or longer may be appealed.

✘ EXPULSION ✘

Expulsion is defined as the permanent dismissal of a student from the school. It is enacted as a last resort after all other means of motivation and correction have failed and/or circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action. A second suspension during a school year or a third suspension during a student's tenure at SMA may result in that student's expulsion.

There are two general situations that may lead to expulsion:

When the moral or physical well-being of the student body or staff is endangered.

When there is prolonged and open disregard for school authority.

The Principal shall exercise the right of expulsion only after having had a conference with the student and Parents/Guardians. If the Principal decides that expulsion is warranted, a written notice of expulsion will be sent to the Parents/Guardians within three school days after said meeting.

The Principal, with the approval of the Board, has final discretion on all such disciplinary matters. Expelled students may not apply for re-admission after their dismissal.

✘ EXPULSION APPEALS ✘

If the affected parent or student wishes to appeal to the Board, they should submit a letter stating the grounds for appeal. The appeal letter must be received within five school days of the Principal's decision to expel the student. The appeal letter should explain the reasons which the Parents/Guardians or student believe constitute grounds for an appeal. The Board will then decide if there are proper grounds for an appeal.

In the event that the expulsion is overturned, the Board shall so advise the Principal, and action to reinstate the student will be undertaken. In this case, all reference to the expulsion shall be removed from the student's file.

✘ OFF-CAMPUS DISCIPLINE ✘

The philosophy of SMA is based on the belief that the Parents/Guardians are the primary educators of their children. The administration of SMA looks toward the Parents/Guardians as the disciplinarians for events that happen off campus. Events may occur off campus that have a detrimental effect on

SMA and its ability to uphold its Mission and policies, and under such circumstances, SMA reserves the right to take disciplinary action up to and including expulsion.

✘ EXTRAORDINARY EXCLUSION ✘

When students enter SMA, they thereby understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude, or academic standing is regarded as unacceptable. It is understood and agreed that SMA, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

✘ ACADEMIC HONESTY ✘

Whether regarding homework, lab work or reports, tests, quizzes, or any other academic assignment, SMA holds to the following cheating and plagiarism policies:

1. Cheating is defined as any act by which a student uses the work of another for his or her own gain. This includes looking at or attempting to look at the work of another. It also includes providing one's own work to another, except when the teacher has recommended group study. It also includes stealing of tests, looking at stolen tests, having in one's possession material that gives an unfair advantage, misuse and abuse of available technology, and any other act which the faculty deems as cheating. Any act of cheating will result in the following disciplinary actions:

- a. The teacher will record a "0" or "F" for the particular piece of work and a detention.
- b. The teacher will complete a "Discipline Report" explaining the offense and forward it to the Principal.
- c. The Principal will notify Parents/Guardians of the incident. The student, his or her Parents/Guardians, and the Principal will meet to discuss the severity of the situation, and determine the appropriate number of demerits and punishment.
- d. A second offense may result in loss of credit, suspension, or expulsion, dependent upon the severity.

2. Plagiarism is academic fraud and violation of copyright laws. Plagiarism is the use of language, ideas or thoughts of another's as if it were one's own original work. Any act of plagiarism will result in the following disciplinary actions:

- a. The teacher will record a "0" or "F" for the particular piece of work, as well as a detention.
- b. The teacher will complete a "Discipline Report" attaching a copy of the student's work and the original from which the student plagiarized. This report will be forwarded to the Principal.
- c. The Principal will notify Parents/Guardians or guardian of the incident. The student, his or her Parents/Guardians, and the Principal will meet to discuss the severity of the situation, and determine the appropriate number of demerits and punishment.
- d. Any incident of plagiarism may result in, but is not limited to, failure of the course, suspension, or expulsion.

✘ HARASSMENT ✘

SMA seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect and love. It is the policy of SMA to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at SMA, as well as others who may be in a working relationship with the school. Everyone who works and/or visits the school is entitled to work/attend school in an environment free from discriminatory

practices, including sexual and other forms of harassment. All will be held by standards of conduct that ensure that the school is free from sexual and other forms of harassment. Students are expected to treat all persons with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed towards others, will not be tolerated. The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that individuals who are found in violation of this policy, would be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school.

Harassment occurs when an individual is intimidated, teased, bullied, threatened or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits.

Harassment creates an offensive, hostile intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning, or inflammatory drawing, written words, cartoons posters, gestures, or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome sexual advances, insults and other physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

⌘HAZING ⌘

In every situation, we are compelled to respect others as Christ would. Therefore, protecting the dignity of our students is of great importance. One serious threat to the dignity of our students is hazing. Hazing is any action that harms or threatens the dignity of an individual. Further, it is our Christian duty to come to the aid of those whose dignity is threatened.

The involvement in hazing or the failure to report and/or intervene to prevent or stop hazing is considered harmful to not only the individual hazed but also to the entire school family; therefore, hazing will not be tolerated in curricular, extra-curricular, or co-curricular activities and will be dealt with in a serious manner. Additionally, students and adults in leadership positions within extra-curricular or co-curricular clubs or teams will be expected to foster an environment in which hazing will not occur. Failure to do so is contrary to the core of the philosophy of SMA and those individuals will incur disciplinary action.

⌘ ELECTRONIC DEVICES ⌘

Other than cellular phones, no other electronic devices will be allowed on campus, including music players/personal laptops/i-pods/i-pads and video game devices. Students may bring cellular phones to school, but they must remain off, placed in their book-bag, and remain in their locker for the entirety of the school day. **Cell phone use by students on SMA campus is prohibited.** If the student has an emergency or other pressing need to make a phone call they may do so in the school office, using the school phone. Students requiring use of a computer/laptop for academic purposes only are encouraged to make use of SMA computer facilities. Unauthorized uses of electronic devices will

result in the following consequences, as detailed above: First infraction, confiscate for remainder of day; give 1 demerit; meet with Principal. Second infraction, confiscate for remainder of day; give 2 demerits; contact parent/guardian for pick-up of device. Third infraction - Give 3 demerits; contact parent for pick-up of device; lose driving privilege for remainder of quarter; lose device privilege for remainder of school year.

✘ TECHNOLOGY ACCEPTABLE USE POLICY ✘

✘CODE OF ETHICS✘

SMA Board of Directors allows the use of certain electronic technologies, in controlled and supervised settings, only for the purpose of furthering intellectual inquiry. The use of technology is a privilege meant to enhance learning and exchange information. When using SMA technology, the user must realize that he represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action for violations that may constitute a criminal offense.

✘ TECHNOLOGY ✘

When students are granted access to technological devices, those devices, its history, and any associated technology, remains the property of the school and may be inspected at any time by school officials. All such devices will remain on school property at all times. It is expected that every student will use all such devices/technology in a responsible manner. Accessing inappropriate websites, viewing/creating inappropriate files or any other inappropriate behavior - as deemed by the SMA Principal and Board of Directors - is strictly prohibited. Violations of these standards will result in demerits, detention, and/or suspension/expulsion, as well as revocation of other student privileges - dependent upon the number of offenses and severity of the violations.

✘RESPONSIBILITIES ✘

It is important that users of electronic technologies represent themselves with ethical responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must not leave their workstation unattended for any reason and must properly logout at the end of their session.
- Users must make sure that all food and/or drink is kept away from computer equipment.
- Users may not intentionally waste computer resources.
- Users may not transmit any material in violation of any United States or State of Michigan Regulations.
 - Users may not employ the network for personal financial gain or commercial purposes.
 - Users may not violate regulations prescribed by the network administrator.
 - Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
 - Users may not change settings or add software to the computers. Any attempts to access the server or network will be considered Hacking and will be dealt with severely.
 - Users may not engage in personal business that is unrelated to the research being done.
 - Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites.

- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy.
- Users may not load or copy any software or other programs to or from SMA equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator).
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents, or files.
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families.
- Users may not use the network or the internet for game playing, chat, using unapproved websites without approval (see Technology), or social media use.
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another persons' computer file, access accounts, and or files without proper authorization.
- Users are not to alter or customize the laptop in any way.

✘ PRIVILEGES ✘

The use of the internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The first violation will result in a detention, parent meeting, and revocation of technology privileges for a period of 1 week. The second violation will result in a 1 day in-school suspension, parent meeting, and loss of driving privileges for the quarter, and revocation of technology privileges for a period of 2 weeks. A third violation may result in more severe penalties, such as longer suspensions and/or expulsion.

✘ LIMITATION OF LIABILITY ✘

SMA makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. SMA will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school district will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

✘ COMMUNICATION AND CONFIDENTIALITY ✘

✘ COMMUNICATION & MEETINGS ✘

All parents/guardians are encouraged to become actively involved in the school. Suggestions for improvements, constructive criticism, and positive comments are always welcome. All concerns regarding policy or the general operation of the school should be addressed to the Principal.

Parents/guardians are also encouraged to maintain regular communications with SMA faculty and staff. When calling or emailing faculty and staff, families should allow 24 hours for a response. Staff are not required to respond after 3:30 p.m. or during the weekend, as these times are outside of their hours of employment. We also ask that for substantive matters you set up a time to meet in advance, instead of unannounced visits during the school day or right before or after school.

Student communications with faculty and staff are to be conducted in-person during the school day and during other official SMA activities and events, and not by phone or other electronic device/system, to include emails, text-messages, and social media platforms. If there is an immediate need for a family to contact a member of the SMA faculty or staff after business hours, parents/guardians are asked to initiate and conduct such electronic forms of communication on behalf of themselves and/or their children.

✘ CONFERENCES ✘

Parent/teacher conferences will be held twice each year and may also be scheduled on request. Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. If a conference is desired, Parents/Guardians should call or e-mail the teacher directly.

✘ PROGRESS REPORTS ✘

Report cards are sent to Parents/Guardians each quarter.

Faculty will inform Parents/Guardians if their student falls into academic distress. Parents/Guardians are encouraged to initiate contact with teachers regarding any academic concern they might have. If there is cause to dispute a grade, the student has two weeks from the time of posting to do so directly with the individual instructor. The Principal should also be made aware of the issue. Any required class that is failed must be re-taken prior to graduation.

✘ MESSAGES & DELIVERIES ✘

All messages and deliveries must be made through the school office. This includes phone messages concerning the student, lunches, books, musical instruments, etc. When dropping these items off, please leave them with the secretaries to minimize distractions. Students may not excuse themselves from school. All calls by students to home requesting early dismissal must be for legitimate reasons and be made at the front office phone after securing permission from applicable faculty/staff. All parents must come into the building and sign their respective students out when leaving school premises.

✘ RESOLVING FAMILY CONCERNS ✘

SMA takes the concerns of our families seriously. The following is the protocol for how to properly resolve a grievance at SMA.

- 1) Parent is to contact the applicable staff member to set up a meeting.
- 2) SMA staff is to respond to the parent within 24 - 48 hours. Staff are not obligated to respond after 3:30 p.m. or on the weekend, as those times are outside of their hours of employment. If the teacher fails to respond in a timely fashion, the Principal is to be contacted.
- 3) Parent and staff are to meet to discuss the issue and attempt a resolution. If necessary, the Principal is consulted, as well.
- 4) If the same issue recurs, the parent is asked to request another meeting with the applicable staff member. If that meeting fails to resolve the matter, the Principal is contacted, a meeting is scheduled, and a permanent solution to the issue is agreed upon by all parties concerned..

✘ MEDIA & COMMUNICATIONS ✘

From time to time, various school, athletic and other events held at SMA attract the attention of the local and/or national media/press. All students and Parents/Guardians must understand that, due to

the very nature of these types of events, SMA cannot ensure the anonymity of its students or Parents/Guardians, at any school sponsored function or event.

✘ CONFIDENTIALITY ✘

All faculty, staff and volunteers are bound by FERPA confidentiality laws. Individual issues involving discipline, academic progress, socialization, etc., are private concerns to be shared and discussed only among those persons directly involved. No staff member shall discuss such matters outside the school, and within the school only with those other persons who have a legitimate need to know. Parents/Guardians are also expected to refrain from discussion of such issues unless they are directly involved in the matter. Questions or concerns about **any and all** school matters should be addressed to the **Principal and Head of School**.

✘ NON-CUSTODIAL PARENTS/GUARDIANS ✘

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial Parents/Guardians. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

✘ SCHOOL HOURS, CLOSINGS, VISITORS, etc. ✘

✘ SCHOOL HOURS ✘

The SMA campus is open between 7:40 a.m. and 3:30 p.m. on school days. Unless participating in a supervised school activity, students may not be on campus outside of these regular school hours. Parents are asked to please pick up their students on time.

✘ WEATHER CLOSING/DELAYS/ILLNESS OR ABSENCE ✘

SMA follows the policy of other schools in Emmet County for weather closings, delays, and early dismissals. When Petoskey Area Schools are closed due to weather, SMA is also closed. Parents/Guardians and students are advised to listen to local radio or TV stations for announcements, as well. If a student lives in a district other than Petoskey, it is up to the parent/guardian's discretion as to whether or not the student is safe to come into school.

✘ VISITORS ✘

All visitors must sign in and sign out at the office, state their business and receive authorization to remain on campus. Persons lacking authorization are not permitted on campus and are trespassing. This includes students who have been expelled from St. Michael Academy. Students are allowed to bring visitors to school if they obtain permission from the Principal in advance.

✘ FIELD TRIPS ✘

Parents/Guardians are required to fill out and sign permission slips whenever a student is to attend a school field trip or whenever a student travels to represent the school (either alone or with other students as a part of a team or club). A permission form is obtained from the school. The signed permission form must contain certain basic information:

1. The note must indicate that the Parents/Guardians clearly know where the student is going.
2. The mode of travel and the person with whom the student will travel.
3. The limitations, if any, which the Parents/Guardians wish to attach to the travel must be clearly spelled out on the permission form.

✘ DANCES AND SOCIAL FUNCTIONS ✘

Dances provide excellent social opportunities for SMA students. In order to maintain a Christian atmosphere, the following procedures should guide behavior at all school social functions whether on-site or off-site:

1. All school policies and code of conduct must be observed.
2. Students must remain in the designated area for the dance until they are ready to leave for the evening. Students leaving a school-sponsored dance before the designated end will be required to sign out before leaving.
3. Dances sponsored by SMA officially end no later than 11 p.m.

The following procedures will be observed at all SMA sanctioned dances and student functions:

1. Principal is the approving authority for all such functions.
2. Attire must conform to modesty as defined by SMA. Persons in charge have the right to refuse admittance or require persons not properly attired to leave.
3. Students have 45 minutes to enter after the event has begun, unless prior arrangements are made with the administrator of the event.
4. Students will not be readmitted after leaving the building.
5. Students are not allowed to loiter in the parking lot or sit in parked cars.
6. Loitering in the restrooms will not be permitted.
7. Chaperones have complete authority. Their directives are to be followed.
8. Students must receive permission from the Principal at least two days in advance of the event for one non-St. Michael's guest to attend.

✘ STUDENT PUBLICATIONS ✘

All student publications (whether in print or electronic form) need to be approved by the advisor and Principal, and must adhere to the teachings of the Catholic Church.

✘ STUDENT DRIVERS ✘

A student who is of legal age to drive must present the office with a note signed by his/her Parents/Guardians stating their permission to drive to and from school, as well as a copy of the student's driver's license, insurance, and registration.

Students whose actions violate the Code of Conduct, acceptable use policy, etc., etc. may lose their driving privileges, for a period of time or for the year, dependent upon the severity of the incident and judgment of the Principal.

✘ LOCKERS ✘

Although students are provided with a locker, that locker remains the property of the school and may be opened at any time by school officials, should there be sufficient cause.

- Students will be assigned to a locker at the beginning of the school year. This locker is the student's responsibility. Locker exchange is not allowed.

- Lockers must be kept orderly and clean, and free of writing inside and out. Students are expected to clean their lockers periodically. Locker décor must be modest, in good taste, and nonpermanent material.

- Food is not to be left in lockers overnight.

- Money and other valuables should not be left in lockers.
- Damage to lockers or inappropriate use may result in disciplinary action.

✘ CLOSED CAMPUS ✘

Students are required to remain on campus during the entire school day. Senior students who are enrolled in their Senior Seminar Internship are allowed to leave school to travel back and forth to their internship. Students who leave campus without permission are considered truant.

✘ CONFESSION/MASS/ADORATION ✘

To help students build their relationship with Christ and learn the importance of spiritual direction, students will be given opportunities to speak to a priest at least once a month, whether during Confession or just general discussion. Mass will be offered twice a week with an opportunity for the Sacrament of Confession at least monthly. Time for Eucharistic Adoration will also be provided .

✘ PRAYER ✘

After the example of our Lord, our community is held together in prayer. SMA provides many opportunities for prayer: beginning and ending each day with prayer, starting each class with prayer, prayer before meals, etc. Students learn a variety of prayers, the importance of the Liturgical Calendar and feast days, the power of intercessory prayer, Mass, Adoration, and many other rites. SMA also encourages students and the community to add their intentions to our Prayer Corner.

✘ RETREATS ✘

SMA provides at least one retreat experience each year students. The retreats are designed to help students deepen their relationship with Jesus, each other, and themselves.

✘ SAFETY, MEDICAL, TREE-NUT/PEANUT POLICIES ✘

✘ EMERGENCY MEDICAL FORM ✘

This form must be filled out and updated each year for each student in school. This form contains emergency numbers where Parents/Guardians or responsible parties may be contacted in case of emergency. Vital information regarding allergies or other information invaluable to medical personnel must also be included. **This form must be notarized each year.**

✘ BLOOD BORNE PATHOGENS ✘

As a precautionary measure concerning blood borne pathogens, we may request Parents/Guardians to bring in a change of clothing in the event of a student's exposure to body fluids (blood,urine, vomit, etc.).

✘ HIGH TEMPERATURE OR ILLNESS ✘

Parents/Guardians are requested not to send their child to school if he or she has been diagnosed with a contagious disease or has a fever. The student may not return to school until he/she has been fever free for 24 hours.

✘IMMUNIZATONS ✘

Parents/Guardians will be required to show proof of immunizations or provide a waiver, as per state of Michigan guidelines.

✘ EXCLUSION FROM SCHOOL ✘

Students contracting head lice, impetigo, pink eye, ringworm, and other such highly contagious diseases will be excluded from school attendance. They may return ONLY after written approval from a physician is obtained. Please inform the office when children have contracted a contagious disease, so other Parents/Guardians in the classroom can be made aware of the condition. **Please note: these students are expected to complete homework for all classes.**

✘ MEDICATIONS ✘

Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the Parents/Guardians. All prescription medication will be sent to school in the container issued by the pharmacy. No student may keep any medication in his or her possession, or administer his or her own medication. Parents are encouraged to contact the office if there are medical circumstances requiring a deviation from this policy. All medications are kept under lock and key.

✘ NOTIFICATION OF INJURY OR ILLNESS ✘

Parents/Guardians will be notified whenever there is a head injury; chipped, broken, or loose tooth or teeth; injuries to the eyes that cannot be rectified by cleansing; and injuries involving swelling or bleeding. Exceptions are spontaneous bloody noses and/or scraped knees, elbows, etc. In serious cases, if the parent/guardian cannot be reached, the school will attempt to contact the emergency person listed on the Emergency Medical Form. If the parent/guardian or emergency person cannot be reached, treatment will be taken care of at the discretion of the administrator. This procedure also applies to all student illnesses.

✘ FIRE DRILLS/TORNADO ALERT/EVACUATION ✘

Fire and tornado drills are conducted throughout the school year in compliance with State School Code.

✘ SCHOOL LOCKDOWN ✘

As a safety precaution, simulated lockdown drills will be implemented at least twice per year.

✘ PEANUT/TREENUT POLICY ✘

St. Michael Academy is an **entirely Tree-Nut/Peanut/Sesame/Mustard Free Campus**. Therefore, none of these products are to be carried-in and eaten at school. **NO EXCEPTIONS!**

✘ WORK PERMIT ✘

SMA follows the policies of the state of Michigan in regards to providing work permits for students who wish to have a job. The work permit is obtained from the office, then filled out by the student/family, employer, and finally signed by the Principal. A copy is kept in the student's permanent record and the original is to be given to the employer.

✘ ATHLETICS ✘

Policies relating to athletics, academic eligibility, liability, pay to play, etc. will be distributed prior to the start of the season for that sport. Questions should be directed to the Athletic Director. A copy of a medical doctor's physical examination must be on file and the co-operative school prior to participation in that sport.

It is the philosophy of the athletic department to be an overall reflection of St. Michael Academy itself. The mission of St. Michael Academy Athletics is to bring honor to Jesus Christ, fans, the academy, and the community, and to help students develop the whole person through athletic growth. The purpose of St. Michael Academy athletics is to guide and help all participants grow and develop in their godly character, athletic skills, abilities, and commitment. SMA Athletic teams must remember how to handle defeat graciously and victory humbly. For additional details, see our ATHLETIC HANDBOOK.

✘ STUDENT SUBSTANCE ABUSE POLICY ✘

The *Catechism of the Catholic Church* recognizes that “The use of drugs inflicts very grave damage on human health and life” (2291). The use by students of alcohol, tobacco and other illicit drugs is harmful and unlawful. It is destructive of the individual and his/her abilities and potential. Use of these substances is also destructive of the relationships between the student and his/her Parents/Guardians, teachers, friends, team members, etc., that are so critical to his/her growth and development. It is the expectation of SMA that our students will remain free of these substances.

The use and/or possession of alcohol, drugs, or drug paraphernalia by a SMA student on school property or at any school event is strictly forbidden. The presence of any student in any state of intoxication at any school activity, on or off campus, is strictly forbidden. Failure to observe either of these regulations will result in possible expulsion. Furthermore, any student involved in the sale or distribution of alcohol or drugs will result in a possible expulsion. The administration of SMA reserves the right to search the person, locker or vehicle. In cases where the student is not expelled from SMA, the student, in order to remain a member of the student body, must strictly adhere to the following:

DISCIPLINARY GUIDELINES:

1. *Administrative Guidelines:*

a. A student will be subject to disciplinary action if he/she is found to possess, to be under the influence of, to have used, or to possess for sale any:

- Alcoholic beverages
- Illegal Drugs
- Steroids, human growth hormones, or other performance enhancing drugs.

b. Guidelines are in effect beginning in the 9th grade and continuing through 12th grade. Example: If the first offense occurs in the 9th grade and the next offense occurs in the 10th grade, the 10th grade offense would be the second offense as outlined below.

2. *Protocol:* Discipline for infractions of substance abuse rules may be administered as outlined below, independent of or in conjunction with other disciplinary actions detailed in other portions of this manual, including suspension and expulsion proceedings.

a. Administration may investigate each incident by questioning students. If information is obtained through questioning, Parents/Guardians will be notified as soon as possible.

b. The student and his/her Parents/Guardians must make arrangements to have an alcohol and drug assessment. The student and his/her Parents/Guardians will be expected to comply with the recommendations of the Principal. These results are kept in the student’s permanent records.

c. Any person found with a quantity that would suggest selling of any alcohol or other drugs may be subject to immediate expulsion and referral to the police.

d. Violations may result in other appropriate disciplinary action including, but not limited to, parent conference, essays, and community service to the school or parish, classes, suspension or expulsion. Any cost for required classes will be the responsibility of the student. These steps generally represent minimal action, with the school reserving the right to exercise discretion bases upon the severity of the offense.

g. Allegations regarding a violation will be referred to Parents/Guardians. Verified incidents may be referred to the police. The student will be subject to school consequences should such violations be confirmed.

3. *Consequences for Students Involved in Extra/Co-curricular Activities:* We believe that participation in extra/co-curricular activities is an integral part of a balanced educational program at SMA. We invite our students to participate as fully as they are able with the understanding that such participation is a privilege and that high standards will be maintained not just during their season(s) of participation, but year around. The rules govern students involved in extra-curricular and co-curricular activities as defined below:

- Extra-curricular activities are those activities which are not linked to a class. They include but are not limited to: athletics, drama, clubs, class officers, and student council
- Co-curricular activities – those activities which are an extension of a class. They include, but are not limited to band, debate, and forensics.

In addition to these general rules regarding student substance abuse and Extra/Co-curricular Activities, below are additional provisions and details concerning student substance abuse and athletic participation:

First Offense:

· An athlete will be suspended 20% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 20% of the regularly scheduled events in the athlete’s next sport season. Should less than 20% of a season remain, a student committing an in-season violation will also be required to complete ten hours of school or parish service before eligibility will be restored. While serving an athletic suspension, the student-athlete must attend practices and contests and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.

· Any member of an extra-curricular student organization will immediately be suspended from the organization for 45 calendar days. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.

· A student in a co-curricular program will be allowed to remain in the associated class, but not allowed to participate in activities outside of the normal school day for 45 calendar days. Class grade/credit will not be affected.

Second Offense:

· An athlete will be suspended 50% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 50% of the regularly scheduled events in the athlete’s next sport season. Should less than 50% of a season remain, a student committing an in-season violation will also be required to complete ten

hours of school or parish service before eligibility will be restored. While serving an athletic suspension the student-athlete must attend practices and contests, and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.

- Any member of an extra-curricular student organization will immediately be suspended from the organization for 90 calendar days. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.

- A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for 90 calendar days. Class grade/credit will not be affected.

Third and Subsequent Offense:

- The athlete will lose eligibility to participate in any interscholastic athletic competition for one calendar year from the date of the infraction. While serving an athletic suspension the student athlete must attend practices and contests, and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.

- Any member of an extra-curricular activity will be removed from that organization for one calendar year from the date of the infractions.

- A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for one calendar year from the date of the infraction. Class grade/credit will not be affected.

- Any student who is suspended from school for any reason will be ineligible to participate, either as a participant or spectator, in practices, scrimmages, competitions or activities during the time of suspension. Should a student and his/her Parents/Guardians choose not to abide by these directives, that student shall forfeit the privilege of extra/co-curricular participation until such time as the student comes into compliance.



The school reserves the right to change the policies in this handbook and has final discretion as to its implementation.

✘ PARENT/STUDENT ACKNOWLEDGEMENT FORM ✘

We have read the St. Michael Academy Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of SMA. We also understand that this handbook supersedes all prior handbooks and other material on the same subject.

We understand that during the course of school and school sponsored events, students will occasionally be photographed and/or videotaped for a variety of different school-related purposes that require distribution to outlets and organizations. We hereby authorize such activities to take place and for the use and distribution of such photos/video for purposes that the Board of Directors of SMA deems appropriate.

PARENT/GUARDIAN SIGNATURES: _____

DATE: _____

STUDENT SIGNATURE: _____

DATE: _____

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