

2011-12 Student/Parent HANDBOOK

St. Mary's Catholic High School

Phoenix, Arizona

www.smknights.org



SAINT MARY'S
CATHOLIC HIGH SCHOOL

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Pro Deo, Domo, et Patria

STUDENT/PARENT HANDBOOK 2011-2012

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This handbook contains the policies, practices, and regulations of Saint Mary's Catholic High School. It is important that students and parents/guardians read and understand the contents of this handbook. Following the policies and procedures is an integral part of the school's smooth and successful operation.

Parents/guardians and students are encouraged to notify school personnel if they have questions regarding the handbook or the school practices and policies contained in it.

In addition to this handbook, students and parents/guardians should understand that Saint Mary's staff, students, and parents/guardians are governed by Diocesan policy and A.R.S. (Arizona Revised Statutes) related to the operation of the school.

Knights and Lady Knights are expected to conduct themselves on and off campus at all times and under all circumstances in conformity with the norms of this handbook, Diocesan policy, and A.R.S. (Arizona Revised Statutes) related to the operation of Saint Mary's Catholic High School. If a student chooses to act in a contrary manner to these policies, the student and his/her parents/guardians must be prepared to accept all consequences up to and including withdrawal from school.

The Principal of Saint Mary's High School reserves the right to amend the handbook or waive a disciplinary regulation.

MISSION STATEMENT

The mission of Saint Mary's Catholic High School is to prepare students for a life of virtue, forming them through an education in the Catholic Tradition to know the truth and to love God and others.

PHILOSOPHY

Saint Mary's High School is a Roman Catholic, diocesan, co-educational, college preparatory institution serving metropolitan Phoenix. It is a multi-cultural, centrally-located school whose primary focus is dedicated to the spiritual, academic, social and personal growth of each student, centered on the Gospel. Saint Mary's welcomes learners who span a diverse cultural spectrum. The staff of Saint Mary's High School prepares students for continuing education equipped with an advanced level of cooperative learning, problem solving and thinking skills. The Saint Mary's community acknowledges Jesus Christ as the source of all Truth and the goal of all learning, and parents as the primary educators. Thus, students are encouraged to be active members of the Christian faith community. This entails promoting moral values, fostering an attitude of Christian service, and continually growing in virtue and knowledge of the Truth of the Catholic Church.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Graduates of Saint Mary's High School will be...

- * Followers of Christ's Gospel with a deep commitment to the Catholic faith and respectful of other faiths.
- * Leaders, independent thinkers, and problem solvers.
- * Academically prepared to meet the challenges of an ever changing world.
- * Able to work cooperatively and effectively with others.
- * Actively involved at school and in the community.
- * Self-disciplined, able to make well-balanced life choices reflective of Catholic values and teachings.

SIX TRAITS OF A KNIGHT/LADY KNIGHT

The six qualities of a Knight/Lady Knight are reverence, studiousness, respect, courtesy, loyalty, and obedience. These qualities should mark student conduct in the classrooms, on the school grounds, in the athletic arena, at co-curricular school functions, as well as at home, and in the community.

Reverence - Profound respect, awe, and love directed toward God. Reverence should be uppermost in the mind and attitude of each Knight and Lady Knight.

Studiosness - The primary purpose of school is to develop the intellect. Students should dedicate themselves to the acquisition of knowledge in order to better develop their God-given talents. Academic learning should take priority over co-curricular activities. Honesty and integrity must characterize the relationship between teacher and student. When Knights and Lady Knights adhere to their academic responsibilities, the greatest opportunity for learning will occur.

Respect - Respect involves regarding everyone and everything with honor, esteem, and reverence. This includes not only the person, but the person's property and the property of the school. Respect should be accorded to all regardless of ethnicity, gender, or socio-economic background.

Courtesy - Students show courtesy by seeing Christ in others. Knights and Lady Knights display courtesy by being polite and respectful to all – including teachers, staff members, fellow students, and all with whom they come in contact.

Loyalty - A loyal Knight and Lady Knight is generous, a true friend, and eager to assist others in time of need. Loyal Knights and Lady Knights put the needs of others before their own. They can be counted on in times of emergency, and are ready to support those in need.

Obedience - Knights and Lady Knights are expected to make appropriate decisions. School rules are an integral part of each student's spiritual and social growth as well as a means to insure the safe and orderly operation of Saint Mary's High School. Christ's own words and example serve as a model of obedience.



BELL/LUNCH SCHEDULES

Regular (Monday-Thursday)

7:30 - 7:55 a.m.	Teacher/Student Period
8:00 - 8:50 a.m.	Period 1 (Prayer/Pledge)
8:55 - 9:40 a.m.	Period 2
9:40 - 9:55 a.m.	Break
10:00 -10:45 a.m.	Period 3
10:50 -11:35 a.m.	Period 4
11:35 -12:10 p.m.	Lunch
12:15 - 1:00 p.m.	Period 5
1:05 - 1:50 p.m.	Period 6
1:55 - 2:45 p.m.	Period 7 (Announcements)
2:50 -3:50 p.m.	Detention (1 hour)

Friday (With a Pep Assembly)

7:30 - 7:55 a.m.	Teacher/Student Period
8:00 - 8:30 a.m.	Period 1 (Prayer/Pledge)
8:35 - 9:05 a.m.	Period 2
9:10 - 9:40 a.m.	Period 3
9:45 -10:15 a.m.	Period 4
10:15 -10:25 a.m.	Break
10:30 -11:00 a.m.	Period 5
11:05 -11:35 a.m.	Period 6
11:40 -12:10 p.m.	Period 7
12:10 -12:30 p.m.	Lunch
12:30 - 1:00 p.m.	Pep Assembly

Friday (Without a Pep Assembly)

7:30 - 7:55 a.m.	Teacher/Student Period
8:00 - 8:30 a.m.	Period 1 (Prayer/Pledge)
8:35 - 9:05 a.m.	Period 2
9:10 - 9:40 a.m.	Period 3
9:40 -10:05 a.m.	Period 3 (School-wide Reading)
10:10 -10:40 a.m.	Period 4
10:40 -11:10 a.m.	Break
11:15 -11:45 a.m.	Period 5
11:50 -12:20 p.m.	Period 6
12:25 - 1:00 p.m.	Period 7 (Announcements)

Mass Schedule

7:30 - 7:55 a.m.	Teacher/Student Period
8:00 - 8:10 a.m.	Period 1 (Prayer/Pledge)
8:15 - 9:15 a.m.	Mass
9:15 - 9:30 a.m.	Break
9:35 - 10:10 a.m.	Period 1
10:15 - 10:45 a.m.	Period 2
10:50 - 11:20 a.m.	Period 3
11:25 - 11:55 a.m.	Period 4
11:55 - 12:30 p.m.	Lunch
12:35 - 1:05 p.m.	Period 5
1:10 - 1:55 p.m.	Period 6 (45 minutes)
2:00 - 2:45 p.m.	Period 7 (45 minutes) (Announcements)
2:50 - 3:50 p.m.	Detention (1 hour)

Final Examination Schedule

Day 1 - Periods 1, 2
Day 2 - Periods 3, 4
Day 3 - Periods 5, 6
Day 4 - Period 7

Days 1, 2, 3:

8:25 a.m.	First Bell
8:30 a.m.	Second Bell, Prayer/Pledge
8:35 - 9:50 a.m.	Final Exam (Periods 1, 3, 5)
9:50 - 10:20 a.m.	Break
10:25 - 11:40 a.m.	Final Exam (Periods 2, 4, 6)
11:40 a.m.	Announcements, Dismissal

Day 4:

8:25 a.m.	First Bell
8:30 a.m.	Second Bell, Prayer/Pledge
8:35 - 9:50 a.m.	Final Exam (Period 7)
9:50 a.m.	Announcements, Dismissal



ACADEMIC MATTERS

Academic Responsibilities

- Be prepared for class
- Produce high quality work
- Read assignments
- Complete all academic work as assigned
- Take notes
- Participate in class
- Ask questions
- Seek help when needed (Teacher-Student Period 7:30 am daily)
- Study daily
- Do your best at all times

Academic Guidance Counselor

Each class is assigned an academic guidance counselor whose duties include counseling students on course selections, approving course changes, interpreting academic achievement tests, and monitoring student performance. The counselor serves as a resource to help with college and career choices, assist students with personal issues, make referrals when appropriate, and encourage each student to achieve his/her fullest potential. The counselor also serves as a contact for parents.

Academic Deficiencies

A student receiving a failing grade for the semester in any course will incur a deficiency that needs to be resolved. Students must make up deficiencies before the beginning of the following school year.

Deficiencies in core courses (Theology, Fine Arts, English, Mathematics, Social Studies, and Science) will be re-taken at Saint Mary's during the school year in place of a chosen elective(s) or in Saint Mary's Summer School if the course is offered. Extraordinary circumstances with regard to this policy must be appealed in writing to the Principal.

Elective deficiencies may be remedied by attending summer school, taking online courses, and in some cases, through a directed/independent study under the supervision of a member of our faculty. A student must receive the approval of his/her academic guidance counselor or the school administration before enrolling in courses outside of Saint Mary's High School. Students may not enroll in an online core class for credit at

the same time they are taking that same core class at Saint Mary's.

Each student is responsible for keeping his/her credits up to date, and for submitting an official transcript for any approved course work completed outside of Saint Mary's to the Registrar within a semester of the completion of the course.

Academic Probation

Saint Mary's High School places a high value on the academic standing and progress of her students. Any student who is deficient more than 1.0 (one) academic credit or has a GPA of 1.333 or below is placed on Academic Probation. Students placed on Academic Probation are put on an Academic Contract which is an individualized plan developed for the student in order to correct his/her academic deficiencies in a timely manner. The contract may include required attendance at the daily morning Teacher-Student Period, peer tutoring, and after school study hall in the library. Students who do not respond to the conditions of Academic Probation will be asked to meet with the Academic Probation Board, chaired by the Assistant Principal, to determine whether or not the student will have the opportunity to continue at Saint Mary's.

Advanced Placement (AP)

Advanced Placement (AP) courses are offered to provide students the opportunity to earn college credit while in high school. Students who successfully complete an Advanced Placement exam may receive college credit if they achieve an appropriate score (usually a 3, 4 or 5) on the AP examination. College credit earned varies according to the individual policies of each university. The last day for payment to the Business Office to reserve an AP exam is *March 9, 2012*. Students may contact their AP instructors or their guidance counselors for additional information.

Dual Enrollment (DE)

Saint Mary's participates in a dual enrollment program with Rio Salado Community College and Phoenix College, offering courses in English (ENG 101, 102), Pre-Calculus (MAT 187), Calculus (MAT 221), Calculus and Analytic Geometry II (MAT 231), Human Anatomy and Physiology I (BIO 201), and Human Anatomy and Physiology II (BIO 202, and College Chemistry (CHM 130 – every other year). Students receive both high school and college credit by earning a C or better in a DE course. Transferability of dual enrollment college credit(s) is determined by each university. Although each of the three Arizona

public universities and Maricopa County Community Colleges have agreed that these credits will transfer with a grade of "C" or better in-state, no assurance can be given that out-of-state universities will accept these courses for college credit. Enrollment in this program requires qualifying scores on a college placement examination and payment of additional community college registration and tuition fees. The courses are offered on our campus by Saint Mary's college qualified teachers. Students may not take a dual enrollment course off campus during the high school academic year (including summer) for a course that is required to be taken at Saint Mary's.

Audit of Classes

Classes are not offered on an audit basis at Saint Mary's.

College Recommending Grades

A semester grade of "B-" is typically considered a college recommending grade.

Public in-state universities have admission standards. Students will be admitted to an in-state university of their choice if they are in the top 25% of the graduating class, have taken all required core classes, and have no academic deficiencies.

Although grades are not the only way to measure a student's potential for achievement at the college level, few four-year colleges will admit a student who does not receive consistent college recommending grades beginning in their freshman year.

Commencement Ceremony Exercises

In order to participate in the Commencement Ceremony of Saint Mary's High School, a student must fulfill all academic requirements, satisfy financial obligations (including the \$200 Graduation Fee which is due in May of the student's senior year), meet the Christian Service requirement, and be under no disciplinary restrictions. These requirements are strictly enforced. Participation in the Commencement Ceremony exercises is a privilege not a right. A student may be excluded from participation in these exercises (even if he/she is not denied a diploma) for reasonable cause as determined by the Principal in consultation with the Superintendent of Schools (Diocesan Policy 4.29D).

Seniors are required to strictly adhere to dress code requirements associated with the Commencement Ceremony. Only the school

approved and provided cap and gown, NHS sash, honor cords, corsage and boutonniere may be worn. No additional sashes, flowers, or adornments may be added.

Students who are deficient in credits to graduate may attend the Baccalaureate Mass with their families if all financial obligations have been met.

Course Level Changes

A student, parent/guardian, or staff member may make a request for a course level change from an honors course to a traditional course at any time during a semester (example: making a course level change from Honors English 3-4 to English 3-4). The sooner this type of change occurs, the easier the transition will be for the student.

A request for this type of course change must be submitted as a proposal in writing. The proposal must be confirmed with a signature by the student, exiting class teacher, receiving class teacher, guidance counselor, and the Principal. The grade percentage of the student at the time of the level change from the exiting class shall be transferred directly to the receiving class with no modifications. The percentage from the exiting class shall be averaged with the average earned in the receiving class for the remainder of that semester. Honors and/or advanced GPA points will not be given when a student transfers out of an honors or advanced course. The grade point average (GPA) used for that class for that semester will be based on where the *receiving* class is listed on the GPA scale.

Course Selection and Changes

Choosing an appropriate program of studies is an important part of each student's high school experience. At the freshman level, course selection and honors placement will be made based on entrance test scores, supplemental test results, grade school grades, and grade school information/recommendations in consultation with parents during the registration process.

The scheduling of courses should be made thoughtfully, keeping in mind the academic ability, personal interests, and post-high school goals of the student. The student's guidance counselor works with the student and his/her parents in scheduling courses. All course selections/schedules and course selection/schedule changes must be approved by the student's

guidance counselor and at least one of the student's parents/guardians, and must be made within the first five school days of the semester. After this time period, any course selection changes will only occur for extreme emergencies and will require approval from the student's guidance counselor, at least one of the student's parents/guardians, and the Principal.

Each school year when the second semester begins, a possibility exists that a student may have different teachers in classes than he/she had in the first semester. Just as students earn grades on a semester basis (not a full year basis) note that the Master Schedule is developed on a semester basis (not a full year basis) which makes for these possibilities.

Grading Policy

Grades range from an A to an F (no A+ grade exists). Courses offered on a pass/fail basis shall use a P to designate a passing grade and an F to designate a failing grade and may not be used in either the calculation of the student's grade point average (GPA) or the student's class rank. Each semester grade is recorded on the student's academic transcript and represents the final grade for that particular semester course.

Grade Point Average (GPA)

Courses offered in the high school curriculum shall be awarded grade points on a 4.0 grade point scale for traditional education courses, a 4.5 grade point scale for honors courses, and a 5.0 grade point scale for advanced placement/dual enrollment courses. Transfer student credit for weighted courses shall be given for advanced placement/dual-enrollment and honors courses according to the SMHS grading scale.



Grading Scale

Letter	Percentage	Traditional GPA Points	Honors GPA Points	AP/DE GPA Points
A	93-100	4.000	4.500	5.000
A-	90-92	3.667	4.167	4.667
B+	87-89	3.333	3.833	4.333
B	83-86	3.000	3.500	4.000
B-	80-82	2.667	3.167	3.667
C+	77-79	2.333	2.833	3.333
C	73-76	2.000	2.500	3.000
C-	70-72	1.667	2.167	2.667
D+	67-69	1.333	1.333	1.333
D	63-66	1.000	1.000	1.000
D-	60-62	0.667	0.667	0.667
F	0-59	0.000	0.000	0.000

Graduation Requirements

The Saint Mary's academic program requires a student to earn 28 credits in order to graduate. One-half credit is earned each time a student completes a semester course with a passing grade. Listed below are the Saint Mary's High School graduation requirements:

<u>Credits</u>	<u>Content Area</u>
4.0	Theology
4.0	English
4.0	Mathematics
3.0	Science
3.0	Social Studies
1.5	PE/Health
1.0	Fine Arts
<u>7.5</u>	<u>Electives (including World Languages)</u>
28.0	TOTAL

In addition to satisfying academic requirements, each Saint Mary's Knight/Lady Knight must complete the Christian Service Requirement (see the "Christian Service Requirement" section).

University-bound students are strongly encouraged to use their electives for additional credits in Science (to total four credits), the same World Language (two to four credits – requirement varies by university), and perhaps Fine Arts (to total two credits- required by some out-of-state

universities).

Honors Placement

Freshmen are placed into honors courses based on entrance test scores, supplemental test results, and grade school teacher recommendations. Entrance into honor level courses after the freshman year requires a grade of “A” in that subject, the approval of the guidance counselor, and/or a teacher’s recommendation. Students enrolled in honors courses should maintain a B- or above in the honors course to maintain honors placement.

Honors Recognitions

Honor Roll

At the end of the first and third quarters, as well as the end of the first and second semesters, students earn recognition for First Honor Roll and Second Honor Roll. First Honors recognition occurs for a student with a weighted GPA of 3.75 or higher for that respective quarter or semester. Second Honors recognition occurs for a student with a weighted GPA of 3.50-3.74 for that respective quarter or semester. No student with a grade of D or F will be placed on the Honor Roll, regardless of GPA.

Academic Letter

Saint Mary’s High School initiated the “Academic Letter” to recognize the scholastic achievement of students. The goal of the program is to provide another source of motivation, incentive and reward for students who achieve high standards of academic success.

A student is required to earn a minimum of 150 points, with points earned for achievements such as honor roll, curriculum awards, and placing in national competitive subject area tests in order to be awarded a letter. The points are cumulative beginning with the student’s first year at Saint Mary’s. Students who have met the requirement and criteria listed on the application will receive the Academic Letter at the Farewell Assembly in May.

Application forms for this award are made available in April and are to be submitted to the Junior Guidance Counselor by the stated due date on the form. Late forms are not accepted. A student on Disciplinary Probation is not eligible for the Academic Letter. Questions regarding the Academic Letter should be directed to the Junior Guidance Counselor.

Honor Board

Each year, seniors may be selected to be an Honor Board honoree. To be recognized for this honor, a senior must have a cumulative weighted GPA of 3.75 or higher at the end of his/her *sixth* semester (end of second semester of junior year) of high school. A student must be current in academic graduation requirements and be in good disciplinary standing in order to receive this honor.

Honor Cord

Each year, seniors may be selected to be an Honor Cord honoree at Commencement. To be recognized for this honor, a senior must have maintained a cumulative weighted GPA of 3.75 or higher at the end of his/her *seventh* semester (end of first semester of senior year) of high school. A student must be in good disciplinary standing in order to receive this honor.

Off Campus Courses

Students may not take any classes off campus, during the school year or during the summer that will be considered for credit as part of the graduation requirements from Saint Mary's without prior approval by the student's Guidance Counselor or the Principal.

Retaking a Course

A student may retake a course in order to earn a higher grade in the course to improve their GPA. The course being repeated may only count once for credit in the total number of credits required for graduation. The retaken course title, semester/year the course was taken, and the grade earned will be listed on the student's transcript. Students who have earned top grades at Saint Mary's in their core courses without retaking those courses at other schools will be the students considered for valedictorian and salutatorian honors.

Report Cards, Progress Reports, Report Card Nights

Report Cards and Progress Reports are distributed on a quarterly basis. First quarter, first semester, and third quarter Report Cards, as well as each quarter's Progress Reports (run approximately at the mid-point of each quarter) will be distributed directly to students in their first period class on the posted dates. Second semester Report Cards will be mailed directly to parents in early June. All Progress Report and Report Card distribution dates are posted on the School Calendar which can be found on the website: www.smknights.org.

Saint Mary's administration and faculty will host two Report Card Nights – after the distribution of the first quarter Report Card in October and after the distribution of the first semester Report Card in January. Report Card Night is held in the Gymnasium, 5:00 – 7:00 p.m. Dates are posted on the School Calendar which is found on the website.

Only the semester grade appears on a student's permanent transcript and only the semester grade becomes a part of a student's permanent record. Quarter grades and Progress Reports are used to inform parents of academic progress, to determine eligibility for participation in interscholastic activities and athletics, and to implement and follow-up Academic Probations. (See the "Academic Probation" section of this handbook.)

Power School Online Student Grades

Parents are highly encouraged to use the Power School online grade check to monitor the homework, quiz, test, and project grades for their student on a weekly basis. This system makes it easy to email teachers immediately if there is a concern. Passwords for parents and their student(s) are mailed out at the beginning of each school year. If assistance is needed with the password or the process, contact the Receptionist at 602-251-2501 or Registrar at 602-251-2504.

Semester Examinations

Semester finals are given at the end of the first and second semester. All students (with the possible exception of second semester seniors) are required to take a cumulative semester exam in each of their classes. The semester exam counts for 20% of the semester grade.

Students will not be permitted to take semester examinations or register for the following semester until all financial obligations have been met. (Diocesan Policy 4.29B; 5.02G)

No student will be allowed to take semester exams early without the written permission of the Principal. This permission will only be given for emergency cases. A form for this request is available from the student's guidance counselor. It must be completed, with signatures, in order from the top of the form to the bottom.

During the second semester of the senior year, any senior Knight or Lady

Knight with a third and fourth quarter cumulative average of 87% (B+) or higher may choose to excuse himself/herself from his/her second semester final for that class. When that occurs, the student's second semester grade is determined by averaging the third quarter grade at 50% and the fourth quarter grade at 50%. *This option is not available in dual enrollment courses.* This privilege may be revoked by administration for disciplinary reasons.

Students must make-up first semester exams within two weeks after the start of the second semester and must make-up second semester finals within two weeks of the end of the second semester. Students who miss finals (first or second semester) for financial reasons, are required to make up their finals within two weeks after being cleared to take finals.

Transfer Student Academic Guidelines

A transfer student may earn an opportunity to be ranked academically with the other members of his/her class after attending Saint Mary's for one full semester.

A transfer student may earn the opportunity to be recognized as the valedictorian or salutatorian of the class if he/she has attended Saint Mary's minimally for both a full junior and senior year.

A transfer student who has taken courses at another school that had been recognized with a weighted GPA may transfer the weighted GPA for those courses if they also receive a weighted GPA at Saint Mary's. All other courses will receive un-weighted GPA points.

Saint Mary's reserves the right to deny the transfer of credit for any course from another institution if that course is determined by school administration not to meet the academic rigors established for a class offered at Saint Mary's High School.

ATHLETICS

Saint Mary's High School is a member of the Arizona Interscholastic Association (AIA). Girls' and boys' sports programs compete on the 5A level. In addition to this student handbook, all student/athletes must observe all regulations in the current editions of the *AIA Handbook* and the *Saint Mary's Athletic Handbook*. Parents/guardians of a student-

athlete and the student-athlete need to sign and agree to abide by the contents of the Saint Mary's High School Athletic Handbook. This handbook is available in the main office.

Before participating in any sport, a student-athlete must do the following: pass an annual physical exam given by a doctor, file the proper AIA physical form with the main office, provide a copy of his/her birth certificate with the main office, and pay the sports participation fee at the Business Office. A transfer student must contact the Athletic Director to discuss eligibility.



Athletic Programs

* SMHS Boys' Sports: Football, Basketball, Baseball, Soccer, Swimming, Golf, Tennis, Volleyball, Cross Country, Track and Field
* SMHS Girls' Sports: Volleyball, Softball, Basketball, Soccer, Swimming, Golf, Tennis, Cross Country, Track and Field, and Spirit Line

Eligibility

To be eligible to participate in interscholastic activities, a student-athlete must earn a passing grade in each course in which he or she is enrolled. Eligibility grades are determined four times each school year: first quarter grades, first semester grades, third quarter, and second semester grades. If a student-athlete is failing in any class at the end of that particular grading period, that student-athlete becomes ineligible to participate in interscholastic athletics for the following grading period. Students who have a failing grade(s) at the end of the second semester are ineligible for fall sports pending the make-up of the deficiency. Official transcripts must be received by the first full day of school in order for a student-athlete to be eligible to participate at the beginning of the fall sports season. During the ineligible grading period, a student-athlete may try out for a sport continuing into the following grading period, but the ineligible student-athlete may not suit up, play with the team, or miss any class time until he/she completes that grading period with a passing grade in each course in which he/she is enrolled. An ineligible athlete may regain eligibility prior to the next grading period by earning a passing grade in *each class* at the next progress report grading period. Passing grades must be received and verified by the

Registrar before eligibility is regained. The Athletic Director and Athletic Secretary will be notified of all verified changes in eligibility.

AIA Tuition Assistance Guidelines

No student shall accept any type of tuition assistance for athletic purposes. Any student or parent/guardian who attempts to do so may be required to withdraw their student(s) from Saint Mary's High School for putting the school at risk for potential AIA violations. Anyone associated with Saint Mary's who becomes aware that this type of situation may be occurring is required to report such an incident to the Principal immediately.

ATTENDANCE

It is imperative that the attendance policies of Saint Mary's High School be supported by parents/guardians and students. Attendance and tardiness are directly related to academic success. Therefore, a student who is absent for more than 10 days in a course for any reason during a semester may lose credit for that course, no matter what grade is being earned. The student must appeal to regain the lost credit at the end of the semester.

Absences

An "absence" is non-attendance of classes or non-presence on campus during the school day. Parents should call the school office at (602) 251-2501 between 6:00 a.m. and 10:00 a.m. to report an absence each day the student is absent from school.

On the day of return from an absence, the returning student must report to the front office. If the parent has spoken with the attendance secretary regarding the absence, no written excuse is necessary. If no parental contact has been made, the student must present a written excuse, signed by the parent/guardian. The written excuse must contain the student's name, date(s) of absence, and reason for absence. If parental contact has not been made to the school within 24 hours regarding a student absence (either by phone or written excuse), the student's absence will be considered unexcused. Saint Mary's reserves the right to count days as unexcused regardless of the reason.

A student with an excused absence will be allowed to make up all missed assessments and work. The student will be given one day for each day of

excused absence to make-up missed assignments and exams. Example: A student is absent on Monday and Tuesday. The student returns to school on Wednesday. The student's missed assessments and work for Monday is due to be made up by Thursday and missed assessments and work for Tuesday is due to be made up by Friday.

Students who are absent from school may not attend or participate in any outside-of-school co-curricular activities (school dances, athletic contests/practices, club meetings, fine arts performances/practices, etc.) on that day. A student must attend at least four (4) full class periods to be eligible to participate in outside-of-school co-curricular activities, including practices.

A student who is absent for more than ten (10) days in a course (for a non-school sponsored reason) during a semester, may lose credit for that course and be placed on probation. If a student exceeds ten (10) absences in a subsequent semester, he/she may be asked to withdraw from Saint Mary's. Second semester seniors who exceed ten (10) absences will be put on attendance probation immediately.

Unexcused Absences

An unexcused absence occurs when a student's absence cannot be accounted for by a telephone call or a note from a parent or when a student is determined to be truant (absence which occurs without parental permission or as a result of leaving or attempting to leave campus without proper permission). Students with an unexcused absence must make-up all assessments and work; however, students will only earn 50% of the point value or grade for that work. A student with a truant unexcused absence will also receive a campus detention for *each* class period that was missed. A repeat incident of truancy may result in withdrawal.

Tardiness

A student arriving late to class disrupts the education of every member of the class. With five minute passing time between classes, tardiness during the school day is seldom excusable. Once a student accumulates the limit of five class tardies per semester, each additional tardy will result in campus detention. For every tardy beyond ten (10) in a semester, the student will receive an Out of School Suspension (OSS). A student who is tardy to class more than ten (10) times during a semester may lose credit for that class and be placed on attendance probation, for

the following semester. Any student more than ten minutes late to class will be considered absent and not tardy.

Late to School (LTS)

A student arriving on campus after the start of the first class (no matter what the reason - excused or unexcused), is considered late to school (LTS). Students will not be allowed to make up missed work due to an unexcused LTS. Once a student accumulates five LTS's, each additional LTS will result in campus detention. For every LTS beyond ten (10) in a semester, the student will receive an Out of School Suspension (OSS). Excessive lateness, more than ten (10) in a semester, may also lead to loss of credit in the student's first period class. Any student more than thirty minutes late to school will be considered absent to period one, not late to school.

Illness during the School Day

Students who become ill during the school day must report to the nurse or school secretary. Parents will be called if necessary. No student may leave campus without permission from the main office.

Petitioning to Earn Back Credit

A student who has lost credit in a class due to the violation of the school's attendance policies, may initiate an appeal in order to regain his/her credit. The appeal is to be made at the conclusion of the semester and is addressed in writing directly to the Principal.

Ten Consecutive Unexcused Days of Absence

Any student absent for ten consecutive unexcused days may be withdrawn from school automatically.

Closed Campus

Students may not leave campus after arriving without the permission of an administrator. Students may not go to their vehicles for any reason, during the school day, including break or lunch, without the prior approval and supervision of office personnel.

Arriving before School Begins

Students may not leave campus after arriving at Saint Mary's. Students may not loiter in hallways, beside lockers, or in classrooms during the daily Teacher-Student period (7:30-7:55 am). After a brief stop at lockers to pick up needed materials, students are to go outside or into the

cafeteria to socialize, or into the library for quiet study and reading.

Leaving after School Ends

After school, students must exit the campus by 3:00 p.m. Monday-Thursday and by 1:15 pm on Friday, unless the student is involved in a school-sponsored activity. Students must report to the library for supervised study hall (Monday-Thursday 3:00-5:00 p.m.) if they must remain on campus after 3:00 p.m. Students may not wait in the student parking lot, in the hallways, lobby, or any other campus areas. Students in the library need to use the Sheridan Street library exit when they leave.

Senior Ditch Day

Saint Mary's does not recognize a senior ditch day. Any senior determined to have participated in a senior ditch day shall be considered unexcused from school for that school day. That senior shall not be able to make up or turn in any work, or make up any quizzes/tests that occurred on that day and shall be assigned seven afternoon detentions.

CAMPUS MINISTRY

The role of campus ministry is primarily to provide for the pastoral care of the school community by offering each student, staff and faculty member an opportunity to experience Jesus Christ in a profound way.

Holy Eucharist is the very source and summit of Saint Mary's Catholic High School. Therefore, Mass is celebrated daily at 7:00 a.m. in the school chapel and monthly as a student body in the gymnasium at 8:15 am (see School Master Calendar for dates). All members of the school community are invited and encouraged to join in our Eucharistic Celebrations. Students also have the opportunity to participate in a Penance/Reconciliation Services each semester, adoration of the Blessed Sacrament every First Friday, class retreats, class Masses, National March for Life trips to Washington D.C. or San Francisco, Justice for All, throughout the year.

CHRISTIAN SERVICE REQUIREMENT

“Do small things with great love. It's not how much we do, but how much love we put into the giving.” (Blessed Mother Teresa)

Saint Mary's High School requires participation in Christian service as

an integral part of the student's life. Each student is asked to go beyond simply doing good works for the sake of the works themselves, and learn to respond to the needs of others, with true mercy and love as their guide. The goal of the service requirement is primarily to help students look beyond themselves and into the hearts of others and at the same time cultivate, through experience, a better understanding of a mercy that is grounded first and foremost in love rather than pity.

- * In order to graduate from Saint Mary's High School, each student must complete 30 hours of Christian Service during each of the freshman, sophomore, and junior years – 90 hours total.
- * For registered members of a Catholic parish, the student must complete a minimum of 15 of their hours each year in service to their parish. Students should plan to fulfill this service requirement after school hours, in the evenings, on weekends, and during the summer.
- * Students transferring to Saint Mary's for their senior year must complete a total of fifteen Christian Service hours during that year.
- * All students are expected to have the accumulated number of hours recorded with the Campus Minister by April 1st each year.

A list of service opportunities is available from the Campus Minister. The Principal, in consultation with the Campus Minister, makes the final decision as to which service hours will be accepted to meet the graduation requirement.



CLUBS AND ORGANIZATIONS

The following clubs and organizations are currently chartered at Saint Mary's. Student Council oversees all clubs and organizations. Students should contact the Student Council moderator to learn the procedures to follow in order to organize a new club on campus.

- | | |
|-------------------|------------------------|
| Ambassador Club | Letterman's Club |
| Art Club | National Honor Society |
| Columbian Squires | Newspaper |
| Drama Club | Robotics Club |
| Earth Club | Student Council |
| Key Club | Youth 4 Life Club |
| Legion of Mary | |

Eligibility

To be eligible to participate in interscholastic activities and school activities/field trips, a student must earn a passing grade in each course in which he or she is enrolled. Eligibility grades are determined four times each school year: first quarter grades, first semester grades, third quarter, and second semester grades. If a student is failing in any class at the end of that particular grading period, that student becomes ineligible to participate in interscholastic and school activities/field trips for the following grading period. Students who have a failing grade(s) at the end of the second semester are ineligible for fall activities pending the make-up of the deficiency. Official transcripts must be received by the first full day of school in order for a student to be eligible to participate in activities at the beginning of the school year. During the ineligible grading period, a student may try out for a club or school play continuing into the following grading period, but the ineligible student may not miss any class time until he/she completes that grading period with a passing grade in each course in which he/she is enrolled. An ineligible student may regain eligibility prior to the next grading period by earning a passing grade in *each class* at the next progress report grading period. Passing grades must be received and verified by the Registrar before eligibility is regained. The Assistant Principal and appropriate club/activity moderators will be notified of all verified changes in eligibility.

COMPUTER AND INTERNET USE POLICY

Use of the Internet and computers requires efficient, ethical, and legal use of network resources. If a Saint Mary's user violates any of these guidelines, the user's account will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action which may include suspension or required withdrawal. Disciplinary action may also be taken for inappropriate use of computers off campus that violate school or Diocesan policy.

All students and their parents/guardians shall support these terms.

1. The use of each Saint Mary's computer network account must be in support of education and research consistent with the mission, philosophy, and Expected School wide Learning Results of the school.

2. The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges on our campus.
3. Under no circumstances may a student access any staff member's computer without receiving prior permission from that staff member to do so. The seriousness of this type of inappropriate decision may result in the student being withdrawn from school.
4. Student Internet users on and off campus are expected to abide by the generally accepted rules of network etiquette and ethics at all times. All activity deemed unacceptable, inappropriate, or illegal by Saint Mary's or the state of Arizona is prohibited. Such activity may include but is not limited to the following:
 - * Using obscene or profane language.
 - * Intentionally downloading, displaying or sending pornographic, racist or otherwise offensive material.
 - * Transmitting materials in violation of any United States or state organization or law. These materials include, but are not limited to, copyrighted material, threatening or obscene material, and materials protected by trade-secret law.
 - * Using the Internet for commercial activities or on behalf of for-profit institutions.
 - * Harassing, insulting, or bullying.
 - * Damaging computers, computer systems, or networks. This includes, but is not limited to: modifying single workstation control panel settings, spell-checking dictionaries or other utilities, installing (or attempting to install) software without expressed permission from appropriate authorities, and changing hardware configuration settings for computers or printers.
 - * Violating copyright laws.
 - * Using another users' password to access network resources.
 - * Reviewing, modifying or displaying information from the files of administrative systems of Saint Mary's or of other organizations and/or intentionally wasting limited resources.
 - * Using computer systems for commercial purposes.
 - * Using the network in any way that could disrupt the system or its use by others.
 - * Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks, including personal CD's.
 - * Using/revealing the last name, personal address or phone number for themselves, faculty, staff, administration, or fellow students.

Vandalism is defined as any malicious attempts to harm or destroy data of another student or faculty/staff member, Saint Mary's High School or any of the agencies or networks connected to the Internet. Vandalism may also include the destruction or tampering of any computer or the system network by erasing programs, reconfiguring hard drives or disconnecting from the network. Vandalism as defined herein may include, but is not limited to, the uploading, downloading, or creation of computer viruses. Persons identified as security risks or as having a history of problems related to computer systems may be denied access at the discretion of the Saint Mary's administration.

Students should account for inconveniences when planning for the completion of their required assignments by the deadlines given by their instructors. Printing problems, loss of data, inability to access data, or other network problems are not considered acceptable excuses for late assignments, absence or tardiness. It is recommended that students make backup copies of all assignments in print and electronic form.

In order to assure adherence to this agreement, the system administrators reserve the right to monitor any and all system activity and to inspect any files, including electronic mail, stored on the system. Users' privacy is not guaranteed.



DISCIPLINE

Saint Mary's High School strives to create an environment where students can grow spiritually, academically, socially, and personally. Discipline plays an important role in creating this environment. Therefore, every Knight's and Lady Knight's decisions will be evaluated when he/she is...

- On school grounds or at school-sponsored events.
- Traveling to or from school or school-sponsored events.
- Engaged in misconduct on or off campus on any day of the week at any time that is contradictory to the Mission, Philosophy, and guidelines established for Saint Mary's High School as stated in this handbook, in the Diocesan Policy Handbook, or in Arizona Revised Statutes.

Off-Campus Activities

Saint Mary's High School expects students to demonstrate responsible Christian social behavior on and off campus and to conduct themselves as good citizens in our local communities in accordance with the law, our school discipline policies, and Catholic teachings. While we cannot monitor every violation that occurs off campus, and while Saint Mary's will not be held legally responsible or financially liable for the behavior of students off-campus, the school's Discipline Code will remain in effect at all times, when school is in session and when school is not in session. Students and student groups are expected to conduct themselves as representatives of the Saint Mary's community at all times, whether on or off campus, whether in uniform or not. If the behavior violates our Discipline Code or has or may have a negative effect upon the school's reputation, school discipline will be administered.

The school will keep an administrative record of disciplinary encounters with students and actions taken.

The following list addresses some specific areas of student conduct and expectations. Failure to comply with the rules, regulations, policies, procedures, and expectations of Saint Mary's High School will result in disciplinary consequences.

Academic Dishonesty

A student shall not use or attempt to use the academic work or research of another individual or organization and represent that work as their own work. Cutting and pasting information from the Internet and representing it as your own is plagiarism.

A student shall not share his/her knowledge or work with another student during an examination or on a project. A student shall not bring into an examination any written or electronic materials or notes unless approved by the teacher. A student shall not be in possession of another student's work at any time. Any student who violates this will receive zero points for the assignment or assessment. Additional school consequences will be enforced, including suspension, Discipline Board and required withdrawal for students with repeat violations of this policy.

Alcohol/Drugs

A student shall not distribute, consume, possess, use, or be under the influence of any drug or alcohol or possess drug paraphernalia on or off

campus. Additionally, a student shall not communicate in a supportive way (verbally, e-mail, Internet, pager, cell phone, texting, etc.) regarding drugs and alcohol.

Assemblies

Students are required to attend all school-sponsored assemblies that take place during the school day.

Backpacks

Backpacks with manufacturer's designs must be approved by the Dean of Students before they may be used on campus. Students should not write or draw on their backpack. Excessive or inappropriate buttons, badges, and other adornments are not permitted.

Communication and Entertainment Devices

Communication and entertainment (examples: cell phones, video games, i Pods, Blackberries, CD and DVD players) devices are brought to school at the student/parent's own risk. Any device brought shall not be used, seen, or heard from the time the student first arrives on campus, including the parking lot, until the end of that school day, unless permission has been given by a staff member or administrator. After school, devices may be used outside the school buildings.

Instances of inappropriate use may result in the device being confiscated and placed in the administrative office until a parent/guardian contact has been made

in addition to a disciplinary consequence being assigned. Repeat violations may result in the parent/guardian being required to pick up the device and the loss of privilege of any use on campus.

Administration reserves the right to check for any inappropriate information that may be stored, received, or sent on a student's confiscated communication or electronic device during a school day or at a school-sponsored activity.

Saint Mary's High School is *not* responsible for lost or stolen electronic equipment on campus and will not be monetarily liable for such losses.

Dress Code Violation Consequences

A student in violation of the dress code is given a \$5.00 summons which is to be paid within five school days of the date the summons is issued. Parents may be contacted to either assist in correcting the dress violation or removing the student from campus until the violation is corrected.

Destruction of Property

Students may not be involved in the inappropriate destruction of their own property, another person's property, or school property at any time. Under Arizona law, and school policy, parents/guardians are liable for damage done to school property by their student and will be charged for the cost of repairing or replacing the damaged property.

Disrespect/Disrupt/Insubordinate

Students shall refrain from conduct determined to be disrespectful, disruptive, or insubordinate in any manner. Students should at all times display appropriate body language, verbal language, tone of voice, spoken language, written language, and physical actions with each other, staff members, parents and guests. Students are to address all adults with the appropriate address: Mr., Mrs., Ms., or Coach.

Endangering/Threatening the Health and Safety of Others

A student shall not physically or verbally engage in conduct that endangers, or reasonably appears to endanger, intimidate or degrade the health or safety of another student(s), school employee(s), or other person(s).

False Alarms

Students may not pull the alarms for false reasons. When this occurs, the school day may be extended for a length of time equal to the time missed due to evacuating the building and/or the privilege of morning break may be lost for that day and possibly additional days.

False Identification

Students are required to have their current Saint Mary's Student ID with them at all times. Students shall always provide accurate identification when requested by a staff member, chaperone, or law enforcement officer.

Fighting

Students shall refrain from doing anything that might provoke a fight. Students who believe that a fight may occur shall communicate that

information to a school staff member, chaperone, or law enforcement officer immediately. Students who participate in a fight will be disciplined.

Food/Beverages

Food or drinks, including water, are not permitted in the classrooms or school buildings -- only in the cafeteria or designated eating areas.

Forgery

A student shall not use, or attempt to use the identity or signature of another person.

Gambling

Students shall not participate in any gambling activities resulting in the exchange of money or favors based on who may win/lose.

Gang Affiliation

Students may not participate in any activity which can be interpreted as gang affiliation. This includes oral and/or written sign communications, clothing, graffiti, and tagging.

Graffiti

Non-standard writing styles such as tagging are not permitted on any surface, clothing, notebook, backpack, paper, skin, etc. These styles will be interpreted by school personnel as gang-related. Students may not be in possession of writing instruments (such as markers) that may be used to put graffiti on any school or personal property of self or others.

Gum

Chewing gum is not permitted on school grounds and results in a \$5 summons.

Hazing/Initiations/Bullying/ Hurtful Behavior

To request, make, or force someone to do something that may cause physical, social, or emotional harm, including through the use of the Internet or other social networks or websites is never acceptable. This includes a student wanting to hurt someone because that someone hurt him/her (retaliation) and applies in all settings, including athletics.

Internet Activities

If Saint Mary's becomes aware that a student has posted or displayed

information on the Internet, on any social networking site, or any other website (MySpace, Face Book, You Tube, etc.) that involves inappropriate behavior as defined in our Discipline Code, the student will be subject to appropriate school disciplinary procedures, including dismissal.

Students are also prohibited from posting any materials on the Internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to Saint Mary's Catholic High School, her students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of Saint Mary's students, teachers or officials that are taken on campus or at Saint Mary's sponsored events. Students found violating this policy will be subject to appropriate school disciplinary procedures, including dismissal.

Insubordination

Students shall be prepared at all times to cooperate with the directives of staff members, chaperones, or law enforcement officers the first time a directive is given. Failure to comply with a reasonable request is considered defiance of authority.

Lack of Reverence at Religious Activities

Students shall display appropriate reverence (including respectfully observing times of quiet) during all school-sponsored religious activities (Mass, Penance Services, Prayer Services, retreats, daily prayer, and assemblies).

Littering

A student shall be responsible for cleaning up his/her trash or debris at all times.

Lockers

All school lockers are the property of Saint Mary's High School and may be searched at any time. Students may not write on or put anything on the inside or outside of the locker that may cause damage to the locker. The student assigned to a given locker and his/her parent/guardian is responsible financially to reimburse the school for any damage done to that student's assigned locker. Any items left on campus or stored in any locker facility after the final day of school shall be considered donated to Saint Mary's High School.

Obscenity/Defamation/Profanity

A student shall not use profanity, defamatory or obscene words, phrases, or gestures nor shall a student distribute defamatory or obscene materials, including through the use of the Internet or other social networks or websites. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction or have a tendency to impugn a person's occupation, business or office. Obscene materials are those that an average person, applying contemporary standards of ethics would find offensive. The school's administration defines the school's standard.

Parking Violation

Students who drive to school shall only park in the school parking lot designated for students. Students driving to school shall not park in the street or in any non-school designated parking lot or area, including the Virginia Financial Plaza parking lot. *The speed limit in the student parking lot is always 5 mph.* Loitering and playing loud music in the parking lot before or after school is not permitted. Disciplinary consequences including citations, and revoked parking privileges will be given for violating parking, speed limit policies, and non-payment of citations.

Public Display of Affection

Students are expected to conduct themselves in a manner becoming to Saint Mary's Catholic High School standards at all times. No public display of affection is acceptable on campus.

Publication Distribution and Posting of Signs

Students may not distribute documents or post signs without the approval of administration.

Retaliation

A student may not retaliate against someone who has done something to him/her. If someone has treated a student in an inappropriate manner, the student should seek out an adult on campus for advice and/or assistance.

Sexual Harassment and Inappropriate Behavior

The unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature by a student to another

student or by a student to a staff member will not be tolerated.

Theft

Students are encouraged not to bring unnecessary electronic equipment, money, or other valuable personal belongings to school. Saint Mary's High School is not responsible for lost or stolen personal property on campus and will not be monetarily liable for such losses. A student shall not take, use, or borrow property by misrepresentation, deception, or by expressed or implied threat, nor take, use, borrow, buy or sell property belonging to another person without that person's permission.

Tobacco

Tobacco use by minors is illegal. A student shall not use or possess any form of tobacco or tobacco products on or off campus. *State law ARS 36-798.03 prohibits smoking on school campuses.*

Trespassing

Students shall not trespass in any setting at any time.

Vandalism

A student shall not damage, destroy, or deface any school property or property belonging to another person. Infractions will result in the student being assigned a school disciplinary consequence and required restitution to the victim for the amount of the damage or loss incurred and/or referral to the appropriate law enforcement authorities.

Violation of Civil/Criminal Statutes

A student shall not violate, or attempt to violate a civil or criminal statute while on school property or at a school-sponsored activity. These types of incidents include but are not limited to assault, arson, bomb threats, drug distribution, endangerment, and weapon use or possession. Incidents will be referred to the appropriate law enforcement authority.

Weapons

A student shall not under any circumstances bring onto school premises or to any school-sponsored activity a firearm, explosive, knife, or any other weapon (real or fake) without written authorization by an administrator. Violators are subject to required withdrawal and will be referred to the appropriate law enforcement authority.

DISCIPLINARY ACTIONS AND PROCEDURES

A Knight/Lady Knight who engages in any inappropriate conduct shall

be disciplined. Discipline may include, but is not limited to a combination of the following:

- Verbal correction
- Conference with a staff member
- Writing assignment
- Campus detention
- Summons
- Saturday detention
- Parent contact/conference
- Temporary exclusion from the classroom
- Contract and/or probation
- Loss of privileges
- Withdrawal from a class
- Student Assistance Team (SAT)
- In-school suspension (ISS)/Out-of-school suspension (OSS)
- Assignment of community service hours
- Loss of credit for a class
- Voluntary withdrawal
- Referral to the appropriate law enforcement authority
- Dismissal from school

Parent Contact/Conference

A parent contact/conference may be required when a student issue surfaces involving academics, attendance, or behavior.

Campus Detention

- A student who is assigned a campus detention shall either serve the detention on the day the detention is issued or on the next school day, Monday – Thursday (no Fridays), 2:50 -3:50 pm (1 hour).
- Detentions may not be missed unless an extreme emergency exists that has been shared with and approved as an acceptable reason by an administrator.
- Students may be required to do manual labor during detention.

Potential additional consequences if student shows up late, attempts to leave early, or doesn't show-up at all for campus detention:

- Additional detention time is assigned
- Saturday detention assigned/parent contacted by administrator
- OSS assigned/parent contacted by administrator

Students arriving late, leaving early, and not behaving appropriately will be dismissed from detention and meet with the Dean of Students to reschedule the detention and receive additional consequences.

Saturday Detention

Saturday detention takes place from 8:00 a.m. to 12:00 p.m. at Saint Mary's. Students assigned to Saturday detention must dress in attire as defined by the Dean of Students, determined by the nature of the detention to be served, academic or behavioral. Students assigned for disciplinary reasons must be prepared to do manual labor work on campus during this detention. Students arriving late, leaving early, and not behaving appropriately will be dismissed from detention and will meet with the Dean of Students to reschedule the Saturday detention and receive additional consequences.

Suspension (ISS or OSS) is invoked when a student demonstrates a deliberate disregard for Saint Mary's policies and procedures.

- **In-School Suspension** (ISS) is when a student is required to report to school during normal school hours but does not attend classes. The student will assist with tasks, including cleaning campus. The student must complete all missed school work on an independent basis and will receive a maximum grade of 50% on assignments/assessments. Students are not eligible to attend any school-sponsored activities until they have attended school the next day.
- **Out-of-School Suspension** (OSS) is when a student is required to stay home and not attend classes or attend or participate in any school-sponsored activities. The student must complete all missed work on an independent basis and will receive a maximum grade of 50% on assignments/assessments. Students are not eligible to attend any school-sponsored activities until they have attended school the next day.

Contract/Probation is the supervision and evaluation of the student's conduct for a specific period of time. This may occur when other consequences to change behavior have not been successful and may include some or all of the following: loss of co-curricular activity privileges, additional community service hours, and out-side counseling.

Writing Assignments

Various forms of writing assignments may be assigned to students.

Student Assistance Team (SAT)

The Student Assistance Team (SAT) consists of a counselor, the student being assisted, and the Dean of Students. Other staff members such as: Campus Minister, Principal, Chaplain, Assistant Principal, school nurse or other appropriate staff and the student's teachers may be involved as needed depending on the nature of the concern. The purpose of the SAT is to develop strategies to assist the student with issues that have surfaced regarding spirituality, academics, behavior, attendance, and substance use/abuse and to monitor their progress. Failure to abide by the terms of SAT may result in the student being asked to

withdraw.

Discipline Board

The Discipline Board assists the Principal in the enforcement of rules of conduct for students. The Discipline Board serves as an adviser to the Principal and does not make final decisions regarding disciplinary action for a student. The Principal may enforce rules of conduct without convening the Discipline Board.

The Discipline Board meets at the request of the Dean of Students to consider serious or continuous violations of the school's disciplinary code. The Board makes recommendations to the Principal.

Recommendations may include Saturday detention, community service, suspension, probation, or voluntary/required withdrawal.

Withdrawal (Voluntary/Required)

Ordinarily, a parent will be given the opportunity to withdraw the student from school voluntarily. If a parent refuses to withdraw the student and the serious nature of the behavior warrants, the student will be dismissed from school. Students who are required to withdraw or are dismissed from Saint Mary's for disciplinary reasons are not permitted to attend Saint Mary's school-sponsored activities.

Appeal Process

When a parent or a student (18 years of age) wishes to appeal the decision of the school Principal in policy matters, the person shall submit the appeal in writing to the Superintendent with the following information: the subject of the appeal, any factual data (other than hearsay) the person considers appropriate, and the efforts that have been made to resolve the issue.

An appeal needs to be made within five (5) working days of the communication of the decision. The Superintendent may designate another person to hear the appeal. If the Superintendent or designate determines that there is a legitimate cause for the appeal, the Principal will be asked to give written explanation of the decision. The decision of the Superintendent or designate is final and binding and concludes the appeal process.

DRESS CODE/UNIFORM

Saint Mary's High School establishes a dress code for the following reasons:

- * To maintain a proper academic environment within the school community.
- * To reduce superficial competitiveness in dress among students so as to support the dignity of the individual based on character rather than appearances.
- * To instill good grooming habits and neatness in appearance.

Each student's dress and personal appearance should be such so as not to disrupt or distract the educational environment of the school. Each student's clothing must fit appropriately as determined by school administration. Clothing may not be too tight, too baggy, too revealing, too short, too long, or hang too low. Saint Mary's reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste in school as well as at all school-sponsored events. Students are to arrive and leave school in proper uniform throughout the school year from the first day of school orientation to the last day of school on the final day of semester exams. This includes first and second semester final exam days. Students are also required to wear their uniform during summer school.

If there is doubt as to the appropriateness of some attire, it should not be worn until it has been approved by an administrator. Any hairstyle, mode of dress, or ornamentation that is outlandish, inappropriate, or gang-related is prohibited.

Violations

If a student is in violation of the dress code, the following may occur in any combination:

- * Student may receive a \$5.00 summons. The summons that is given

must be paid within five school days of the date it is issued. A student may receive a summons each time during a given school day he/she is observed having violated the dress code (example: sagging pants, untucked shirt, rolled up skirt).

* Student may be assigned to hand write the entire dress code section of the handbook as well as other sections of the handbook.

* Student may be assigned a detention.

* Student may be assigned community service.

* Student may be assigned OSS.

* Parents may be contacted either to assist in correcting the violation or to pick-up the student from school.

Male Uniform/Dress Code

Hair

Hair is to be neat and well-groomed at all times. A visible gap must exist between a student's hair and the eye brows and between the student's hair and the top of the shirt collar. Hair may be no longer than three inches in length, not cover the ear, and the lengths must be blended or of uniform length. Hair styles considered inappropriate are: braided, pony tail, shaved head, dyed hair, spiked, faux Mohawk, tails, or the excessive use of gel. Males must be clean shaven; sideburns to the middle of the ear.

Hats/Glasses

Hats and stocking caps may not be worn or carried on campus from the time of arrival until the time of dismissal. Hoods on sweatshirts may not be worn in the buildings. Hats worn at school functions must be in good taste, worn with the bill facing forward and only in appropriate locations. Hats must always be removed when reciting the Pledge of Allegiance, prayer, or during the playing of the National Anthem.

Dark glasses may not be worn on campus from the time the student arrives on campus until the end of the school day.

Tattoos

If a student has a tattoo, it must be completely covered and out of sight at all times during the school day and during all school-sponsored activities, including athletics. Students are not allowed to write or draw on themselves or on others.

Jewelry

Simple jewelry may be worn following these guidelines: a religious medal on a simple thin chain. Juniors and seniors may wear class rings or one other ring. No earrings, gauges, branding, or other body piercing (brow, tongue, nose, etc.) is allowed. Covered piercings are not acceptable. Other leather straps, heavy chains, ball-bearing necklaces or bracelets are not permitted.

Shirts

Students must wear the school-purchased uniform knit shirt in green or white or the white oxford shirt. Only white t-shirts or turtlenecks may be worn under the school shirt. The t-shirt or turtleneck may not contain any writing or pictures. Uniform shirts (and t-shirts/turtlenecks) must be tucked in at all times. All shirts must be purchased through the Saint Mary's Spirit Shop located on campus.

Jackets/Sweaters/Sweatshirts

Students must only wear school-purchased green, white, or light gray jackets, sweaters, and sweatshirts over the school uniform shirt. No other jackets, sweaters, sweatshirts, or cold weather attire may be worn at school. Sweatshirt hoods may not be worn inside any building. All sweatshirts must be purchased through the Saint Mary's Spirit Shop located on campus.

Shorts

Only Dennis Uniform or dress shorts in the navy blue, black, or khaki (tan) color may be worn. Shorts must be properly fitted and neat. They may not be over-sized or baggy, may not have lower side pockets, and must be worn at the waist (no sagging) with a belt. Shorts may not extend below the knee.

Slacks

Students must wear dress, tailored, cotton/cotton twill slacks with regular rise/plain/pleated front, internal tucked pockets, in only black, khaki (tan) or navy blue in brands such as Bugle Boy, Dockers, or from Dennis Uniform. Corduroy, denim, or riveted slacks are not permitted. Slacks may not be torn, frayed, cut, over-sized, too long, or baggy and must be worn at the waist with a belt. Skinny slacks/jeans are never allowed.

Belt

Slacks and shorts must be worn with a standard brown or black belt. No extravagant, over-sized, or large belt buckles may be worn. The belt buckle should match the belt width.

Socks

Socks must be worn at all times. Boys may wear solid-colored crew or ankle socks in these solid colors: white, brown, navy, or black.

Shoes

Shoes in solid colors: black, brown, tan, or white are permitted, with matching color laces. Students may not wear sandals, slippers, flip-flops, moccasins, backless shoes or boots. Shoes must be worn in accordance with how they were intended for wear.

Female Uniform/Dress Code**Hair**

Hair is to be neat and well-groomed at all times. Ultra-short, shaved, unnaturally-colored hair or extremely contrasting streaked hair is not allowed. The excessive use of bleach or black hair dye is not permitted. Hair lengths must be blended.

Hair Accessories

All hair accessories (examples: ties, bows, clips, ribbons, and head bands) may only be solid-colored, simple, modest, and not distracting. No sweatbands, bandannas, or scarves may be worn. No beads or similar accessories may be attached to the hair.

Hats/Glasses

Hats, visors, bandanas, scarves, or dark glasses, may not be worn on campus from the time of arrival until the time of dismissal.

Tattoos

If a student has a tattoo it must be completely covered and out of sight at all times during the school day and during all school-sponsored activities including athletics. Students are not allowed to write or draw on themselves or on others.

Make-up/Jewelry

Make-up, jewelry, and accessories should be simple, and worn in moderation. No white make-up may be worn. The guide used for moderation is: two modest pairs of earrings (no ear cuffs), one modest necklace or a religious medal on a simple thin chain, one bracelet, one watch, and two modest rings. No other body piercing (brow, tongue, nose, etc.) is allowed; no gauges. Covered piercings are not acceptable. Dog collar type necklaces or chokers worn above the collarbone are not permitted.

Shirts

Students must wear the school-purchased uniform knit shirt in green or white or the white oxford shirt. Only white t-shirts or turtlenecks may be worn under the school shirt. The t-shirt or turtleneck may not contain any writing or pictures. Uniform shirts (and t-shirts/turtlenecks) must be tucked in at all times with a minimum of blousing. All shirts must be purchased through the Saint Mary's Spirit Shop located on campus.

Jackets/Sweaters/Sweatshirts

Students must wear green, white, or light gray school-purchased jackets, sweaters, and sweatshirts over the school uniform shirt. No other jackets, sweatshirts, or cold weather attire may be worn at school. All sweatshirts must be purchased through the Saint Mary's Spirit Shop located on campus.

Skirts/Skortts

Only Dennis Uniform Dorchester plaid skirts/skortts may be worn. The skirts/skortts:

- must be worn in the fashion it was intended
- may not be rolled at the waist
- must close at the waist with button and zipper
- may not have adornments added to it
- must be worn so that it is no more than two inches from the top of the knee
- shorts worn underneath may not extend below the skirt length

When the skirt/skort no longer meets the length requirement, or it no longer fits at the waist so that the zipper and button can be closed, the skirt must be re-hemmed, professionally altered, discarded or traded for clothing that properly fits. If none of the above options are possible a new skirt/skort must be purchased.

Slacks

Students must wear dress, tailored, cotton/cotton twill slacks with regular rise/plain/pleated front, internal tucked pockets, in khaki (tan) or navy blue; brands such as Lady Dockers, or Dennis Uniform. Corduroy, denim, riveted, torn, frayed, tight, over-sized, too long, baggy slacks are not permitted. Slacks must be worn at the waist (no sagging) with a belt. Skinny slacks/jeans are never allowed.

Shorts

Only Dennis Uniform or dress shorts in the navy blue or khaki (tan) color may be worn. Shorts must be properly fitted and neat. They may not be tight, over-sized, or baggy, may not have lower side pockets, and must be worn at the waist (no sagging) with a belt. Shorts may not extend below the knee, nor may they be more than two inches above the top of the knee.

Belt

Slacks/shorts must be worn with a standard brown or black belt. No extravagant, over-sized, or large belt buckles may be worn. The belt buckle should match the belt width.

Tights/Nylons/Socks

Girls must wear tights, socks, or nylons in these solid colors: white, green, navy, black, or neutral. Tights must be full foot length, not ankle or Capri length. No sweat pants, nylon warm-up pants, thermal underwear, flannel pants, thigh-hi socks, over the knee socks, etc. are permitted during the school day.

Shoes

Shoes in solid colors: black, brown, tan, or white colors are permitted with matching color laces. Students may not wear: open toe shoes of any kind, sandals, high heels, platform shoes, backless shoes, slippers, moccasins, plastic shoes, boots, or flip-flops. Shoes must be worn in accordance with how they were intended for wear.

Special Dress Code Guidelines

Physical Education

Saint Mary's High School has a specified dress code for all physical education classes consisting of school athletic shorts and t-shirt. These items (shorts and t-shirts) are available from the Saint Mary's Spirit Shop located on campus.

Spirit Shirts

Pep assembly days may be designated as spirit shirt days. With prior administrative approval, students may wear a Saint Mary's athletic team or spirit shirt. Tank tops are not allowed. Shirts must always be clean and presentable for school.

Co-Curricular Activities

Members of varsity athletic teams (only) may wear varsity team attire (examples: jersey, warm-up, shirt/tie) in place of their uniform school shirt on a game day. All student-athletes on a given varsity team must

wear the same administrative approved varsity team attire. Other co-curricular organizations may get permission to wear their attire on designated days as determined by administration.

DRUGS (ILLICIT)/ALCOHOL POLICY

Saint Mary's High School is a law-abiding educational institution and, therefore, the legal authorities will deal with students who break government law. Incidents involving drugs and alcohol on the Saint Mary's campus, any other school campus, or at school related activities will be reported to the police. (ARS 13-3411)

The possession of, use of, distribution of, or being under the influence of illegal drugs/alcohol on campus or at any school function makes the student immediately liable for school consequences which may include dismissal from school. Saint Mary's students should not possess any paraphernalia associated with alcohol or illicit drugs, nor communicate in any supportive way (verbally, e-mail, Internet, texting, etc.) regarding alcohol or illicit drugs. Saint Mary's High School personnel work to proactively identify and address these issues; however, consequences may be imposed for those students who violate the substance abuse policy.

These procedures will be followed when drugs or alcohol are in question:

- Every attempt will be made to contact the parent/guardian.
- Law enforcement will be called as required.
- The student will be suspended from school for three school days.
- A drug test is required within 12 hours. Failure to comply with this request will result in the student being suspended indefinitely, until written confirmation is received by the Dean of Students that the test was completed. If the report indicates the student is not using an illegal substance, the student will be reinstated in school and the work that was missed may be made up for credit, allowing one day for each school day missed.

If the results of the test confirm that the student is using an illegal substance, a **first violation** of the substance abuse policy has occurred, and the following procedure will be followed:

1. The student completes a three day out of school suspension for

the violation. The student will be allowed to only earn 50% credit on work missed during the suspension.

2. A documented report of the drug test must be given to the Dean of Students prior to returning to school. A phone number and contact person from the testing location must accompany the report.
3. In order for the student to return to school by the end of the three day suspension, the designated Saint Mary's school counselor must receive written communication that a substance abuse evaluation appointment has been scheduled. Once the evaluation is completed, the student and his/her parent/guardian must be willing to abide by the recommendations in the evaluation as well as agree to have those recommendations shared with the Saint Mary's counselor. Failure to do so shall result in the student being withdrawn from school.
4. The student agrees to submit to random drug testing at the school's request over the remainder of their school career at Saint Mary's.
5. When items 1-4 above are complete, the student is reinstated.

Note: Any test results that come back noted as diluted or altered will have the same consequences as those of a positive test result and the student will incur additional school disciplinary consequences.

If a student is determined to have a **second violation** of the substance abuse policy, this procedure will be followed:

1. The student completes a five (5) day out of school suspension for the violation. The student will be allowed to only earn 50% credit on work missed during the suspension.
2. The student must be re-enrolled in a licensed rehabilitation program, submit documented evidence of this to the school, and agree to share follow up information with the Saint Mary's counselor and administration.

A student who fails to comply with and complete the established substance abuse plan or is terminated from the substance abuse program developed will be suspended from school pending a meeting of the Discipline Board.

If a student is determined to have a **third violation** of the substance abuse policy, he/she will be asked to withdraw from Saint Mary's High

School.

Note: All costs associated with the evaluation appointment, potential treatment, and future testing will be the responsibility of the parent/guardian.

As a condition of admittance when a student transfers to Saint Mary's and has had a substance abuse issue at their former school, the student is placed at the **first violation** level of the Saint Mary's policy.

If any student is determined to have sold or distributed alcohol or illicit drugs (or paraphernalia) at any time, he/she will be suspended from school pending a meeting with the Discipline Board.

Student Random Drug Testing Program

Saint Mary's High School has a random drug testing program. The goals of this program are:

- * Provide each student with a legitimate reason to say "no" to the use of alcohol and illegal drugs.
- * Deter the use of alcohol and illegal drugs for the health and safety of each student.
- * Undermine the effects of peer pressure on students.
- * Assist in educating students to stay away from drugs/alcohol and to move towards a healthier and drug-free lifestyle.

Parents/Guardians may choose between two options for the random testing of their child - a Hair Follicle test or a Urinalysis. Any randomly selected student (whose parent selects the Hair Follicle test option for his/her child) who is unable to provide an appropriate Hair Follicle sample because his/her hair is too short will automatically be required to submit to a Urinalysis.

Students will be chosen randomly using a random selection numbering system. Each student will be assigned a random number. To maintain confidentiality, only a very select few Saint Mary's staff members will know the matching of the number to the student's name. TASC will not know this information. When that number is randomly selected, the number will be matched to the name of the student.

The steps for the Saint Mary's student random testing program:

- * Parents and student will sign the consent forms during the first week of school each year.
- * Each student is assigned a random number.
- * Numbers are selected randomly.
- * The number selected will be matched to the name of the student.
- * Student will be located and brought to the testing area and will be tested.
- * Student will be given a letter to bring home to let parents know he/she was tested that day.
- * Test will be analyzed.
- * Negative test results will be communicated to the parents/student by letter and positive test results will be communicated with parents/student personally by the Dean of Students.

FINANCIAL MATTERS

Tuition Payment

Families who are registered and active members of a Roman Catholic Parish in the Diocese of Phoenix (upon approval of the pastor or his delegate) shall receive the benefit of reduced rates of tuition as noted on the tuition agreement form.

Families who are not registered and active members of a parish or who fail to receive approval of their pastor shall make tuition payments equal to the designated full tuition rate.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Payment will be submitted using the FACTS Tuition Management Company. Options for payment shall include:

* Full Payment: Under this plan, the entire amount of tuition is paid through the FACTS Plan on or before August 5.

* Semester Plan: Under this plan, the entire amount of tuition is paid in two installments (by August 5 and by December 5) paid through the FACTS Plan.

* Monthly Plan: Under this plan, the entire amount of tuition is paid monthly over a 10 month period beginning in August through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking account, savings account, or credit card on the 5th, 15th, 20th, or 30th of the month.

Late Registration

Tuition for students registering after the start of the school year shall be prorated over the number of school days they will be in attendance.

Late Payments

It shall be the responsibility of each family to keep the school financial administrator informed of their need to make any changes regarding tuition. The following policy will apply when tuition payments are received late.

* Full Payment: When full payment has not been made by August 5, the family will be contacted by the school within five (5) working days concerning the missed payment. At that time, if payment is not made, the family will be required to pay through the FACTS Plan.

* Monthly and Semester Payments: Families who choose the semester or ten (10) month payment plan and miss a payment due to insufficient funds will be automatically charged a \$25 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of the missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. If an emergency has occurred, suitable arrangements must be made with the school financial director.

Meeting Financial Obligations

Failure to meet any and all financial obligations shall result in the student's classes being closed or the student being excluded from taking final exams. Additionally, the student shall receive an "I" (for incomplete) for each quarter, each final exam, and each semester grade. These grades shall remain as incomplete on the student's official transcript until all financial obligations are met.

Non-Admission of Students Due to Tuition Delinquency

Families must remain current in their payment of tuition according to the agreement which they made with the school. Failure to pay tuition according to the agreement or an unwillingness to make suitable alternate arrangements with the school will result in a family being informed that their student(s) will not be readmitted to Saint Mary's.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be

prorated on a monthly basis. A student attending school one school day during the month shall constitute attendance for that month, and tuition would be owed for that month.

Fund Raising Activities

All students are required to participate in annual fund raising events. Because tuition pays for only a portion of the expense of operating Saint Mary's High School, the success of any fund raising event is very important to the quality of education at our school. The Walk-a-thon is a required fundraising event for each Saint Mary's student. Each student is required to reach his/her fund raising goal of \$100. If a student does not reach his/her goal, the amount by which the student is short becomes a financial obligation. This financial obligation must be met in full in order for the student to be allowed to take final exams at the end of the second semester.

Graduation Fee

Graduation fees are due in May of the student's senior year. The Graduation fee is \$200. This fee assists in defraying the costs associated with senior activities and the Commencement Ceremony.

Other Financial Obligations: Summons, Parking Violations, Library Books, Lending Library texts, Athletic Uniforms

Each student must pay all of his/her summons and parking violations before the end of each semester in order to be allowed to take final exams. Library books, Lending Library textbooks, and athletic uniforms not returned before second semester final exams begin, also become a financial obligation which must be paid in order for the student to be allowed to take second semester final exams.

GRIEVANCE/ISSUE/CONCERN PROCESS

Any grievance/issue/concern within the Saint Mary's High School community should be resolved by first communicating with the person with whom the grievance/issue/concern exists.

An understanding must exist that it is possible that confidentiality surrounding both the name of the person sharing the grievance/issue/concern and the information pertaining to the actual grievance/issue/concern may not occur. Staff members reserve the right to share both the name and the information with the person(s) involved in the grievance/issue/concern.

If the grievance/issue/concern cannot be resolved to the satisfaction of the people involved, the grievance/issue/concern can be brought to the attention of the immediate supervisor in that area. This step may be repeated until the immediate supervisor is the Principal.

Any grievance/issue/concern brought to the attention of the Principal shall be submitted in writing along with proposed ideas to solve the grievance/issue/concern.

When a parent or student (who is 18 years of age) wishes to appeal the decision of the Principal in policy matters, the person needs to submit the appeal in writing to the superintendent. That appeal information should include following information:

- * The subject of the appeal.
- * Any factual data, other than hearsay, the person considers appropriate.
- * The efforts that have been made to resolve the issue.

An appeal needs to be made within five (5) working days of the communication of the decision. The Superintendent may designate another person to hear the appeal. If the Superintendent or designate determines that there is a legitimate cause for the appeal, the Principal will be asked to give written explanation of the decision. The decision of the Superintendent or designate is final and binding and concludes the appeal process.

SCHOOL ORGANIZATIONS

Advisory Board

The Saint Mary's High School Advisory Board assists the Principal of Saint Mary's High School in an advisory capacity. The Advisory Board meets once a month at Saint Mary's at 5:30 p.m. in the school library. All parents are welcome.

A list of board members, meeting schedule, and minutes from a meeting may be requested from the main office or found on the website.

Saint Mary's Parent Organization (SMPO)

The mission of the parent organization is to enhance the overall school experience of each family and student by providing assistance to the Principal and the school in the following areas: communication, staff

appreciation, community building, spirituality, and academic enhancement. The Parent Organization offers many committees and encourages parents to get involved in the life of the school.

A list of officers and meeting schedule may be requested from the front office or found on the website.

Student Council

The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, growth in self-discipline, intelligent leadership, student-to-student and student-to-teacher cooperation, scholarship, school spirit, and Christian values.

The Student Council strives to create opportunities to increase student involvement in school affairs. The aim of Student Council is to promote harmonious relationships throughout the school by organizing activities and projects for which the students are responsible.

SCHOOL RECORDS

Access to Student Records

Parents have the right to inspect and review the official transcript of their child to insure accuracy of its content. No personal information concerning a student will be given to any person unless the person is the parent or authorized guardian.

Birth Certificate

Saint Mary's requires that all students have a copy of their birth certificate on file in their cumulative folder in the school office.

Transcripts

When a student transfers to another school, a copy of the student's official record (transcript) shall be sent as requested from one educational institution to another. Only semester grades appear on a student's transcript. A copy of an unofficial transcript may be provided to a parent/guardian or student upon request.

SEARCH AND SEIZURE

Saint Mary's High School administration, without a search warrant, may search a student and/or their personal possessions based on reasonable

suspicion. Reasonable suspicion means that an administrator has grounds to believe that the search may result in evidence of a violation of a Diocesan or school policy/procedure, or a law. Personal possessions include but are not limited to purses, back-packs, book bags, packages, clothing, and vehicles. Administration reserves the right to seize any item deemed inappropriate. As determined by administration, such items may be retained by the school or turned over to the Diocese, law enforcement agencies, or the student's parents/guardians.

STUDENT HEALTH

A registered nurse is available to administer emergency care to students who become ill or injured at school. The nurse is not permitted to diagnose or treat illnesses or accidents other than basic first aid for incidents that occur during school hours.

Accidents or Illness at School

At the time of registration each year, parents indicate the name and telephone number of the student's physician and the name and telephone number of a person to be contacted in the event of an emergency. Parents are urged to keep this information current at all times and report changes to the school in a timely manner. When a student becomes ill or is involved in an accident, the parent or guardian will be contacted. In cases of serious injury, paramedics will be called. If the parent or guardian cannot be reached, other persons listed on the registration form as emergency contacts will be contacted.

Medications

All medications (including aspirin, cold medications, and vitamins) that a student may need to take during the school day are to be listed on the health history section of the emergency form. The nurse must be kept informed of any changes to it. The following requirements must be met for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request from the parent or guardian for school personnel to administer any medication sent to school.
3. The written request must provide the following information: the date(s) the medicine is to be given, instructions regarding time and dosage, and the signature of parent or guardian.

Medications will be kept in a secure place to which students do not have access. The person designated by the Principal to administer medication will keep a log of medicine administered. These requirements apply to over-the-counter drugs and prescription drugs.

Readmission after Illness

State guidelines regarding readmission of students who have contracted communicable diseases will be followed.

Student Immunization Records

Arizona law requires that a parent or guardian present a verifiable immunization record to the school for each student prior to school attendance. A verifiable immunization form is usually the one given to parents by their doctor or clinic and shows the date each required vaccine dose was received.

STUDENT RESIDENCE

Each student (regardless of age) must reside with an adult guardian. Students may not reside with an adult other than a parent or legal guardian without submitting a request to do so in writing for prior approval from administration.

STUDENT SERVICES

Counseling and Staff Responsibility Regarding Confidentiality

Students in Diocesan schools must understand the importance of their decision as

it relates to sexual behavior or drug/alcohol use, possession, or distribution. When any information regarding sexual behavior or the use, possession, or distribution of drugs/alcohol by a Diocesan student becomes known by any Diocesan staff member, that information will be shared with the parents/guardians of the student.

Dances

Dances at Saint Mary's High School are for the benefit of Saint Mary's students. A student must have his/her valid Student ID card to be admitted to the dance. If a student wishes to bring a guest who does not attend Saint Mary's, a guest pass must be obtained before the dance. Guest passes will not be issued at the door. No student below the ninth grade is permitted to attend. When a dance is held after a game, the doors will close forty-five minutes after the end of the game and late comers will not be admitted. Students dressed inappropriately, as

determined by the school chaperones, security, and/or administration, will not be admitted. No one may leave and reenter a dance. A student leaving the dance must leave the vicinity/campus at once. The "campus" includes the environments of the school, all buildings, parking lots, Monterey Park, and all streets and sidewalks adjacent to the school grounds. Students must arrange to have their ride pick them up promptly at the announced ending time.

Physical contact at dances and other school events must be in compliance with diocesan Safe Environment standards. Therefore, all behavior that includes the touching of private areas of a person's body, such as the dance style known as bumping and grinding will not be allowed. Under no circumstances may any student attend a dance under the influence of a controlled substance.

Appropriate Attire at School Functions and Activities

Saint Mary's High School reserves the right to insist that the dress and grooming of students (and their guests) are within the limits of generally accepted good taste in school as well as at school events.

Female students are to observe the following:

1. no shirts/blouses that expose the midriff or backless shirts/blouses
2. no excessively tight or short clothing
3. no strapless or spaghetti strap tops that excessively expose one's cleavage
4. no body-piercing
5. no exposed tattoos

NOTE: Other clothing or accessory items that the Dean of Students determines not to be "in good taste" are not allowed.

Male students are to observe the following:

1. no excessively baggy pants
2. no hats on campus or during inappropriate indoor events, or at inappropriate times during indoor events (prayer, Pledge of Allegiance, National Anthem, etc.)
3. no shirts that display inappropriate writing
4. no earrings on campus or off-campus
5. no body-piercing
6. no exposed tattoos

NOTE: Other clothing or accessory items that the Dean of Students determines not to be "in good taste" are not allowed.

Field Trips/School-Sponsored Activities

Students and their parents are responsible to make sure that all permission forms and transportation forms (if needed) are filled out completely and returned to the school prior to participating on any field trip or school-sponsored activities requiring the use of these forms. Students and their parents/guardians are responsible to communicate directly with the staff member responsible for the field trip or school-sponsored activity to address any questions related to the forms or the actual event. The appropriate dress for the trip/activity will be communicated.

Insurance

Insurance exists for students as a supplement to the insurance that parents/guardians possess individually. The insurance exists at no additional cost to the student and his/her parents/guardians. The insurance covers participation in athletic programs and all other school-sponsored activities. There are limits on the coverage available under this insurance plan. Students and their parents/guardians are responsible to report any injuries to the school nurse, at (602) 251-2518. If you have any questions about the insurance forms that must be used, please contact the Office Manager, at (602) 251-2502.

Lost and Found

The only courteous and Christian thing to do with an item found in or around school is to take it to the main office. Items turned in at the main office and never claimed will be subject to charitable donation at the end of the school year.

Messages/Deliveries

No student will be called from class to accept a telephone call or message. If there is an emergency, the main office should be contacted and proper action will be taken. Balloons, flowers, gifts or any other items will not be accepted at the school when they are delivered. If a student receives balloons, flowers, or gifts from friends while at school, they must take them to the Dean of Student's office to be stored until the end of the school day.

Parents, guardians, and other guests are asked to refrain from bringing food to school to be picked up/delivered to a student for break/lunch.

Student Identification Cards (I.D.'s)

Every student will be issued an identification card with his/her name, picture, and school year. A student must have their I.D. card in their possession at all times while at school or school-sponsored events. Failure to possess the I.D. for admission to a school-sponsored event may result in the student not being admitted to the event. Students must allow two school days for a new ID to be made.

Students should report lost or stolen cards to the Assistant Principal's office. The first lost/stolen card replacement is \$5.00. A second lost/stolen card has a \$10.00 replacement fee. No temporary student I.D. card is available during the replacement time.

A student who lends or uses another's I.D. card will be referred to the Dean of Students for disciplinary action.

STUDENT-TEACHER PERIOD

The student-teacher period occurs each school day 7:30-7:55 a.m. This time is an opportunity for students to get assistance from their teachers for their classes. Students should make prior arrangements with the teacher if they plan to make up tests or quizzes during this time. A teacher may require a student to attend the student-teacher period. Any student failing to attend under these circumstances would receive consequences from the teacher and/or administration.

TEXTBOOKS/WORKBOOKS

Textbooks and workbooks must be purchased by students prior to the beginning of the school year. See the school's website for the Bookstore link. The online bookstore is open on July 1st for textbook purchases for the 2011-2012 school year.

THEFT AND/OR LOST ITEMS

Any school books, equipment, or clothing items checked out to a student that are lost or stolen are the responsibility of the student and his/her parent/guardian and must be replaced/purchased at the current replacement cost. The Saint Mary's High School staff strongly encourages students not to bring any expensive personal items or large amounts of money to school.

Saint Mary's High School and its staff members are not responsible for personal items (textbooks, personal items, clothing, electronic devices, or

money) or school items (books, equipment, or clothing) that are lost or stolen on campus or at school sponsored activities.

TRANSPORTATION/PARKING

Use of Streets, Public Transit

For safety reasons, Saint Mary's students coming and leaving campus must use the pedestrian crosswalks (especially on Sheridan Street, 3rd Street, 7th Street, and Central Avenue). Jaywalking is both illegal and dangerous and could result in a citation or disciplinary consequence.

Students taking the bus to and/or from school are expected to have appropriate behavior on the bus or at the bus stops. Students leaving the campus on foot must also be sure to have appropriate good citizen behavior for our neighbors (residential or business). Saint Mary's takes seriously reports of student littering, disrespectful conduct, trespassing, and any other conduct that would injure the reputation of the school.

Automobiles and Parking

Students who drive to school park at their own risk and must understand that Saint Mary's and/or the Diocese of Phoenix and those employed by these institutions cannot be held responsible for their vehicles. Students who drive to school must park in the student parking lot.

Citations, detentions, and revoked parking privileges may be the consequences for violating the following driving/parking policies and procedures:

- * Students shall park the vehicles driven to campus only in the Saint Mary's student parking lot.
- * Parking in the faculty/staff lot (east of the school) behind the gymnasium is prohibited before, during, or after school. Students may not use this lot as a turn-around area.
- * Parking in the student lot will be on a first-come, first-serve basis. The only reserved spaces are for carpools and the handicapped.
- * Students may not go to their vehicles during school hours unless supervised by a staff member.
- * For the safety of students, a 5 mph speed limit will be strictly enforced. Reckless driving is prohibited.
- * Vehicles should not back into parking spaces.
- * Students driving to school must have a permit attached to their vehicle(s). Parking permits cost \$50 for the first vehicle with an added charge of \$25 for each additional vehicle. Parking permits must be

displayed from the rear-view mirror with the number facing forward. Transfer of permits between students or to any other vehicle is prohibited.

* Vehicles without permits will be cited \$10 per violation.

* Temporary permits will be issued if other than the registered vehicle must be used for a short term emergency situation. This permit is requested from the security officer and must be on the vehicle before the start of the school day.

* The green parking tag that hangs from the rearview mirror is designated only for faculty and staff.

* Tags/bumper stickers/signs/flags that suggest profanity, advertise/endorse tobacco or drugs, or are inflammatory or degrade another person because of race/creed/culture are prohibited.

* Only right turns out of the student lot are allowed.

* Any and all accidents and thefts must be reported promptly to the security officer or the Dean of Students.

* Vehicle violations may result in citations (\$10 each). Continued citations may result in loss of parking privileges (temporarily or permanently). Citation fines are due within one week.

* Neither the school nor any staff member will be held responsible for any damage done to vehicle locks or batteries if a request for assistance is made by a student or parent.

* Vehicles may be searched if, in the opinion of the administration, reasonable suspicion of a school violation exists.

* Students may not cut through either of the business parking lots at 7th Street to turn onto 7th Street. For safety purposes, students are strongly encouraged to only turn right from the student parking lot onto Third Street or from Sheridan Street onto 7th Street.

* The designated area for student drop-off or pick-up is on Sheridan Street in the circle turn-around from 7th Street or in the student parking lot, in front of Piper Hall. Students are not to be dropped-off or picked-up in the faculty parking lot, the staff parking lot on 3rd Street, or the Virginia Plaza parking lot north of the school campus.

VISITORS

All visitors, including parents, guardians, and alumni, must request a Visitor Badge at the main desk. In addition, all visitors must sign in and out of the school's Visitor Log Book, also at the main desk.

Visitors (who are not parents/guardians) are not allowed to visit students on campus during school hours (7:30 a.m. – 3:00 p.m.) for any reason.

Any parents/guardians who wish to observe their student's classes during the school day need to make an appointment with the teacher of that class two days prior to the visit.

WELLNESS POLICY

Saint Mary's High School is committed to providing a school environment that promotes and protects each student's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body. Parents and other guests are asked to refrain from bringing unhealthy food to school to be picked up/delivered to a student for break/lunch.

The following components will be addressed by the Saint Mary's Wellness Committee during the school year.

- A. Nutritional Guidelines
 - Food Service
 - Food Service Staff
 - Pleasant Eating Experiences
- B. Nutrition Education
- C. Physical Activity
 - Physical Education
 - Physical Activity
- D. Other School-Based Activities
- E. Parent and Staff Involvement
- F. Implementation and Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices.

UDIOCESE OF PHOENIX CODE OF CONDUCT

For clergy and Diocesan personnel (includes volunteers) in their ministerial relationships with children, youth and vulnerable adults.

Diocesan Policy requires that they:

* Participate in training programs for a Safe Environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.

* Maintain the appropriate boundaries for adult/child relationships in the

classroom and school, religious education program, youth ministry program, and parish.

* Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Service as well as cooperate fully in any police investigation.

* After notifying the police, report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.

* Advise an adult who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult that he or she has the right and responsibility to report this allegation to appropriate law enforcement and social service agencies.

* Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

Diocesan Policy prohibits:

* Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.

* Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.

* Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.

* Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.

* Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.

* Field trips or other outings involving minors or vulnerable adults in places and situations where no other adults are present.

* Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.

* Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults, i.e., wrestling, tickling, other physical "horseplay".

* Giving out to minors or vulnerable adults one's personal phone number, pager and personal e-mail address.

* Taking a vulnerable adult, minor, or group of minors to a restaurant for a meal without another adult present.

* Giving alcohol and/or drugs to minors or vulnerable adults.



LEGAL NOTIFICATION REGARDING ASBESTOS

Dear Parents,

This informational letter comes to you at the direction of the United States Environmental Protection Agency ("EPA").

The Agency requires all schools to inspect their buildings and facilities and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act regulation further require that all parents, teachers, and employees of schools where asbestos is found are notified. This requirement is part of an inspection and management plan that is on file at our school.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and be re-inspected visually every six months for any physical damage until it eventually is removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all the school areas are safe and free of asbestos fibers.

Mrs. Suzanne M. Fessler
Principal



THE KNIGHT'S PRAYER

Dear Mother Mary, Queen of your Knights sons and daughters,
Once again I dedicate myself to you. Protect your Knight of St. Mary's.

Give faith to my soul and purity to my body.

Help me always to direct my course toward your Divine Son,
Jesus Christ. I am sorry for ever having offended Him,
because He is all good and deserving of all my love.

With your help, I propose never to offend Him again. Amen.

"FORWARD ST. MARY'S" (School Song)

Forward St. Mary's; e'er building youth for land and home,
Onward St. Mary's; our love for thee is firm and true.

And in the years still before us,
no matter where we chance to roam.

We pledge allegiance unto God, our Country and to you.

"GO KNIGHTS" (School Fight Song)

Go you sturdy Knights let's fight! fight! fight!

We will win the game so fight! fight! fight!

Our Knights are brave and true

They are loyal thru and thru

Come cheer our team to victory -- Rah! Rah! Rah!

Go you Green and White -- let's fight! fight! fight!

Fight till victory is won

So go, go hit the line... Fight till the end of time

For good ol' St. Mary's High.

"HAIL ST. MARY'S" (Alma Mater Hymn)

All hail, the Green and White

St. Mary's our guiding light,

Throughout the years you've cherished us

Our own dear Alma Mater.

We pledge to thee our loyalty

In reverence we praise thy name

All Hail! to thee St. Mary's

St. Mary's sing Hail! Hail! Hail!

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