

**SAINT MARY'S HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2006 - 2007**

*In the Tradition of the Franciscan Fathers and  
Sisters of the Precious Blood*

**2525 N. 3<sup>rd</sup> Street  
Phoenix, AZ 85004**

**Phone: (602) 251-2500**

**Fax: (602) 251-2595**

**E-mail: [www.smknights.org](http://www.smknights.org)**

This handbook contains the policies, practices, and regulations of Saint Mary's High School. It is important that students and parents/guardians read and understand all that is contained here. Following what is presented in this handbook 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 any other school practice or policy.

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

Knights/Lady Knights are expected to conduct themselves on and off campus at all times 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. If a student chooses to act in a contrary manner to these policies, that particular student and his/her parents/guardians must be prepared to accept all consequences up to and including the student being withdrawn from school.

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

## **PHILOSOPHY**

Saint Mary's High School is a Roman Catholic, Diocesan, co-educational high school serving the greater Phoenix area. It is a multi-cultural, centrally-located school that offers a traditional setting with a primary emphasis on the spiritual, academic, social, and personal growth of each Knight/Lady Knight. Special attention is given to all types of learners with an emphasis placed on students preparing for a college/university post-secondary experience.

Saint Mary's places Jesus Christ at the center of the educational process and acknowledges responsibility to help prepare students of varying levels to meet the spiritual, intellectual, and social challenges of life.

Saint Mary's believes that students should be provided an environment to become contributing members of a faith community and to live out their faith in the world by promoting moral values, fostering lifelong service, instilling knowledge of the truths of the Catholic faith, and integrating that faith with all that is taught and experienced at Saint Mary's.

Each Saint Mary's staff endeavors to be a model of Christian love and service and strives to leave lasting impressions of the values of honesty, decency, and integrity with students.

Because each student must be able to make informed decisions and to live according to Catholic principles, Saint Mary's encourages self-discipline, self-respect, respect for others, and growth in learning so that Knights/Lady Knights will be able to deal with everyday issues.

Saint Mary's High School, as an academic community, has a responsibility to facilitate learning for all students. Because each Knight/Lady Knight needs to acquire knowledge and skills for today while preparing for tomorrow, the staff will strive to provide opportunities and high expectations for learning. The staff believes that graduates of Saint Mary's High School must be prepared for continuing education with a high level of thinking skills.

Knights/Lady Knights and their parents/guardians must be willing to accept and to support the mission statement, the core philosophies, the six traits, and all other ideals at all times under all circumstances if that Knight/Lady Knight desires to attend Saint Mary's High School.

### **MISSION STATEMENT**

The mission of Saint Mary's High School is to provide a quality Catholic education by developing and sustaining a rich tradition grounded in Gospel and family values, discipline, and respect.

### **CORE PHILOSOPHIES**

- Students shall strive to grow spiritually, academically, socially, and personally.
- Students have the right to learn, and teachers have the right to teach; therefore, no student should keep students from learning or teachers from teaching.
- Students need to be respectful of themselves, others, and their school at all times.
- Students are responsible for the decisions they make. Students should enjoy the experience of making an appropriate decision and should accept the consequences of making an inappropriate decision.

### **STUDENT 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).
- Study daily.
- Do your best at all times!

### **STUDENT CONDUCT PHILOSOPHY**

- Students shall attend school on a regular basis.
- Students shall be in class on time.
- Students shall follow directives, directions, and procedures at all times.
- Students shall display appropriate behavior in order to assist with maintaining a harassment free, violence free, and a substance abuse free school.
- Students shall have their school ID with them at all times while on campus or at any school-sponsored activity.

## **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 all co-curricular school functions, at home, and in the community.

**Reverence:** Reverence is that feeling of profound respect, awe, and love which all students should direct toward God. At Saint Mary's, this should be foremost in the mind and attitude of each Knight/Lady Knight.

**Studiousness:** The primary purpose of any school is to develop the intellect. Each Knight/Lady Knight should express a great devotion to gaining knowledge in order to develop the talents given to him/her by God. Academic learning should always take priority over all co-curricular activities. The highest level of honesty and integrity must characterize the relationship between the teacher and student. When a teacher gives a student an assignment (homework/paper/project/etc.) or when a teacher gives an exam/quiz, he/she is building the framework for the student's learning. When a Knight/Lady Knight adheres to all of the student academic responsibilities, the greatest opportunity for learning will occur.

**Respect:** Respect is a virtue which should be shown to all by every Knight/Lady Knight, regardless of religious orientation, ethnicity, gender, or social-economic status. Respect refers to the esteem and reverence expected in all relationships. This includes not only the person, but also all of the belongings of the person as an individual, as a member of the school, and as a member of the community.

**Courtesy:** All Knights/Lady Knights display courtesy through the external manifestation of being polite and respectful to all staff members, students, and others. Courtesy is most visibly displayed in a student's ability to see Christ in everyone.

**Loyalty:** A loyal Knight/Lady Knight is someone who is generous, is ready to help anyone no matter what the difficulty, is honest, is a true friend, is eager to assist anyone in time of need, is willing to think of the wishes of others, is able to be counted on in times of emergency, and is someone who stands by anyone in good times and in bad.

**Obedience:** Knights/Lady Knights should strive to make appropriate decisions at all times. Saint Mary's school rules exist as an integral part of each student's spiritual and social growth and as a means to ensure the safe and orderly operation of the Saint Mary's High School. Our complex world today needs Catholic men and women of initiative and loyalty based on the example of the obedience of Christ.

#### **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.

#### **EXPECTED SCHOOLWIDE LEARNING RESULTS**

All students will strive to 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 larger community.
- \* Self-disciplined and able to make well-balanced life choices reflective of Catholic values and teachings.

## **BELL 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  
9:40-10:05 a.m. Break  
10:10-10:55 a.m. Period 3  
11:00-11:45 a.m. Period 4  
11:50-12:15 p.m. "A" Lunch      11:50-12:35 p.m. Period 5  
12:15-12:20 p.m. Return to Per. 5      12:35- 1:00 p.m. "B" Lunch  
12:20- 1:05 p.m. Period 5      1:00- 1:05 p.m. Return to Per. 5  
1:10- 1:55 p.m. Period 6  
2:00- 2:45 p.m. Period 7  
2:50- 3:30 p.m. Detention

### **Friday (With a Pep Assembly)**

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

### **Friday (Without a Pep Assembly)**

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

**Mass Schedule**

7:30- 7:55 a.m. Teacher/Student Period  
8:00- 8:35 a.m. Period 1 (Prayer/Pledge)  
8:40- 9:15 a.m. Period 2  
9:15- 9:30 a.m. Break  
9:35-10:10 a.m. Period 3  
10:20-11:25 a.m. Mass  
10:35-12:10 p.m. Period 4  
12:15-12:40 p.m. "A" Lunch      12:15-12:50 p.m. Period 5  
12:40-12:45 p.m. Return to Per. 5      12:50- 1:15 p.m. "B" Lunch  
12:45- 1:20 p.m. Period 5      1:15- 1:20 p.m. Return to Per. 5  
1:25- 2:00 p.m. Period 6  
2:05- 2:40 p.m. Period 7  
2:50- 3:30 p.m. Detention

**12:00 Early Dismissal Schedule**

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

**Final Examination Schedule**

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

8:20 a.m.	Five-Minute Passing Bell
8:25 a.m.	Prayer/Pledge
8:30 - 9:45 a.m.	Final Exam (Periods 1, 4, & 6)
9:45 - 10:00 a.m.	Break
10:00 - 11:15 a.m.	Final Exam (Periods 2, 5 & 7)
11:15 - 11:30 a.m.	Break
11:30 - 12:45 p.m.	Final Exam (Period 3)

Note: On exam day 1, school ends at 12:45 p.m.  
On exam days 2 and 3, school ends at 11:15 a.m.

## **ACADEMIC MATTERS**

### **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 adviser also serves as a resource to help with college and career choices, to assist students on personal issues (making referrals to the personal counselor when appropriate), and to encourage each student to achieve his/her fullest potential.

### **Academic Probation/Academic Deficiencies**

Saint Mary's High School has high academic standards and expectations for its students. Attending SMHS is a privilege. Any student who attends Saint Mary's is expected to display his/her best effort at all times regarding academic performance. Students who consistently do not make the effort will not be allowed to remain at the school.

A student who receives a failing grade in a semester has seriously altered his/her progress in satisfying the school's graduation requirements. Failing any course for the semester may result in that student being placed on Academic Probation. Academic Probation is a warning to the student that his/her academic performance is unacceptable. A student who is on Academic Probation should not receive any more failing grades. If a student on Academic Probation receives an additional failing grade, he/she may be requested to withdraw.

Additionally, a student receiving a failing grade for the semester in any course will incur a deficiency that needs to be resolved as soon as possible. Deficiencies may be remedied by attending summer school, night school, correspondence courses, online courses, and in some limited circumstances, through directed study under the supervision of a member of our faculty. A student must receive the approval of his/her academic guidance counselor before enrolling in any course.

Each Knight/Lady Knight is responsible for keeping his/her credits up-to-date and for submitting to the registrar in a timely manner an official transcript for any course work completed outside of SMHS.

**Advanced Placement/Dual Enrollment**

Advanced Placement (AP) courses are offered to provide students the opportunity to complete college level courses while in high school. Students who successfully complete an Advanced Placement course may receive college credit with an appropriate score (usually 4 or 5) on the AP examination. The cut-off date for a student to communicate to his/her academic counselor the desire to take the AP examination is March 15, 2007. Students may contact an academic counselor for additional information.

Saint Mary's participates in a dual enrollment program with Rio Salado Community College. Courses are offered in English (ENG 101-102), Pre-Calculus (MAT 187), and Calculus (MAT 221). Students receive high school and community college credit. Transferability of college credits is determined by each university. Although each of the three Arizona public universities and Maricopa County Community Colleges have agreed that these credits transfer with a grade of "C" or better, no assurance can be given that any other school would accept these courses for college credit. Enrollment in this program requires qualifying scores on the community college placement examination and payment of additional community college registration and tuition fees. The courses are offered on our campus. Students may not take a dual/co-enrollment course off campus during the high school academic year for a course that is required to be taken at Saint Mary's.

**Audit of Classes**

Students and their parents/guardians are not allowed to request that any class be taken on an audit basis.

**College Recommending Grades**

Because many Saint Mary's graduates continue their education after high school, it is important for students and parents to note that there is a great difference between a passing grade and a college recommending grade. A semester grade of at least "B-" is usually considered a college recommending grade.

Public in-state universities have raised admission standards beginning in the fall of 2006. 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.

Even though grades are not the only way to measure a student's potential for academic achievement at the college level, it is a fact that few four-year colleges will admit a student who does not receive consistent college recommending grades. Students who are intent on moving to a four-year college after graduation from Saint Mary's must earn strong grades beginning in the 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, 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).

All seniors are required to strictly adhere to all dress code requirements associated with the Commencement Ceremony. Only school approved cap and gown, sashes, and cords may be worn. No special items (example: items signifying one's culture or ethnicity) may be worn.

### **Course Level Changes**

A student, parent/guardian, or staff member may make a request for a course level change 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 (if needed), the better the transition will be for everyone involved. A request for this type of course change must be submitted as a proposal in writing; the proposal must be confirmed through signature by the student, exiting class teacher, receiving class teacher, academic 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. That percentage (from the exiting class) shall be averaged against the average earned (in the receiving class) for the remainder of that semester. The grade point average (GPA) used for that semester will be based on the location of the receiving class on the GPA scale.

### **Course Selection and Changes**

Choosing an appropriate program of studies is an important part of each student's high school responsibilities. 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.

The schedule of courses beyond freshman year is made thoughtfully, keeping in mind the academic ability, personal interests, and post high school goals of the student. The student's academic counselor plays an integral part in advising the student and his/her parents in scheduling those courses. All course selections/schedules and course selection/schedule changes must be approved by the student's academic guidance counselor and at least one of the student's parents/guardians and must be made within the first five school days in that particular semester. After this time period, any course selection changes shall only occur for extreme emergencies and will require approval of the Principal in addition to approval from the student's academic guidance counselor and at least one of the student's parents/guardians.

### **Grading Policy/Honor Roll**

Grades range from an A down 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 quarter and semester, a Knight/Lady Knight may earn an "Honor Roll" distinction. "First Honors" are earned by students achieving a 3.750 or higher GPA, and "Second Honors" are earned by students achieving a 3.499-3.749 GPA. No student with a grade of D or F may be placed on the Honor Roll, regardless of GPA.

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)/Grading Scale**

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

GRADE AREA		GPA	GPA	GPA
Letter	Percentage	“R”	“H”	“AP/DE”
A	93-100	4.0	4.5	5.0
A-	90-92	3.667	4.167	4.667
B+	87-89	3.333	3.833	4.333
B	83-86	3.0	3.5	4.0
B-	80-82	2.667	3.167	3.667
C+	77-79	2.333	2.833	3.333
C	73-76	2.0	2.5	3.0
C-	70-72	1.667	2.167	2.667
D+	67-69	1.333	1.833	2.333
D	63-66	1.0	1.5	2.0
D-	60-62	0.667	1.167	1.667
F	0-59	0.0	0.0	0.0

### Graduation Requirements

The Saint Mary's academic program should be viewed as a four-year experience during which the student must accumulate 28 credits to graduate. One-half credit is earned each time a student completes a semester course with a passing grade.

Beginning with the 2006-2007 school year, Saint Mary's High School will prorate and increase regarding the total number of credits required for graduation from 25 to 28 based on a seven period schedule.

Listed below are the St. Mary's High School graduation requirements.

<u>New</u>	<u>Content Area</u>
4	Theology
4	English
3	Math
2	Science
3	Social Studies
1.5	Physical Education/Health
1	Fine Arts
<u>9.5</u>	<u>Electives</u>
28	TOTAL

Listed below is the transition of the total number and subject area credit requirements that will be implemented over the next four years.

Freshman (class of 2010)	28 credits required for graduation
Sophomore (class of 2009)	27 credits required for graduation
Junior (class of 2008)	26 credits required for graduation
Senior (class of 2007)	25 credits required for graduation

Future freshmen (class of 1020) would be required to take the additional .5 credit in PE and 1.0 credit in Fine Arts as part of their graduation requirements. Future sophomores (class of 2009), juniors (class of 2008), and seniors (class of 2007) would not be required to take the additional .5 credit in PE or 1.0 credit in Fine Arts. The additional graduation requirements for those students would be in the "electives" content area.

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

University-bound students are strongly encouraged to use their electives for additional credits in mathematics (1 credit), science (2 credits), the same foreign language (3 credits), and fine arts (1 credit).

### **Honors Placement**

Freshmen are placed into honors courses based on entrance test scores, supplemental test results, and grade school teacher recommendations. Entrance into post-freshman honors courses may require a grade of A in that subject, the approval of the academic adviser, and/or teacher recommendation. Students enrolled in honors courses should maintain a B- or above in the honors course to maintain honors placement.

### **Report Cards, Progress Reports, Teacher Conferences**

Report cards are distributed on a quarterly basis. Report cards will be distributed to students at the end of each grade reporting period. Additionally, parents may pick up a copy of the report card during "Report Card Night" on campus. This event occurs three times during the school year (after first quarter, after first semester, and after third quarter) at which time parents are given the opportunity to meet with teachers to discuss student progress. Report cards issued after the second semester ends will be mailed directly to parents.

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. Quarterly grades are used to inform parents of academic progress, to determine eligibility in interscholastic activities and athletics, and to implement and follow-up academic probations. (See the "Academic Probation" section of this handbook.)

In addition to quarterly report cards, mid-quarter progress reports are distributed to students at approximately the mid-point of each quarter. Progress reports contain the same information found on a student's quarterly report card.

Saint Mary's schedules a Teacher-Student Period (7:30 - 7:55 a.m.) each school day. Teachers are available during this time to provide extra academic help and to discuss student progress. Teachers may require a student to be available during this period for make-up work, examinations, tutoring, or conferencing. Additionally, the school library is open from 6:30 a.m. to 5:00 p.m. Monday – Thursdays.

#### **Semester Examinations**

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.

#### **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 the Desert Valley Region. 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 student/athletes and student/athletes need to sign and agree to abide by the contents of the 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

### **AIA 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 grades, and second semester grades. If a student/athlete is failing in any class at the end of that particular grading period, that student/athlete will be ineligible to participate in interscholastic activities or athletics for the following grading period. 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 or play with the team until he/she completes that grading period with a passing grade in each course in which he/she is enrolled. If a student/athlete receives a failing grade at the end of the second semester, a passing grade earned in a summer school course which matches the failed course will allow the student to regain eligibility when returning to school in the fall of the upcoming school year.

### **AIA Tuition Assistance Guidelines**

All students and their parents/guardians must understand that 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 from school for putting Saint Mary's High School at risk for potential AIA violations. Anyone associated with SMHS in any manner that becomes aware that this type of situation may be occurring is required to report such an incident to the principal immediately.

### **ATTENDANCE**

Attendance and tardiness are directly related to academic success. As a result, it is imperative that the attendance policies of Saint Mary's High School be supported by parents/guardians and students.

Any student who is absent for more than 10 days in any course for any reason during a semester may lose credit for that course and may be placed on probation.

**Absences**

An "absence" is non-attendance of classes or non-presence on campus during the school day.

Parents should call the school office (602) 251-2501 between 6:00 a.m. and 10:00 a.m. to report an absence each day the student is out of 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. Specifically, a student will be given one day for each day of excused absence to make-up all missed assessments and work.

Students who are absent from school may not attend or participate in any after-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 any co-curricular activities.

**Unexcused Absences**

An unexcused absence occurs when a student's absence can not 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 may only earn 50% of any points/grades associated with those assessments and work.

A student with a truant unexcused absence will also receive a campus detention for each class period that was missed because of a truant unexcused absence. Any student who continues to be truant shall be requested to withdraw from Saint Mary's.

### **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 in a semester, each additional tardy will result in campus detention. Excessive tardiness is considered a disciplinary matter and may lead to suspension.

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. Excessive lateness is considered a disciplinary matter and may lead to suspension.

Any student more than thirty minutes late to school will be considered absent and not late to school.

### **Illness during the School Day**

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

### **Consequences for Excessive Absences, LTS's, and Tardies**

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

Once a student accumulates 5 late to school (LTS) marks, each additional LTS will result in campus detention. Excessive lateness is considered a disciplinary matter and may lead to suspension. Any student who is late to school more than 5 days in a semester may be placed on probation.

Once a student accumulates 5 tardies in a semester for periods 2-7, each additional tardy will result in campus detention. Excessive tardiness is considered a disciplinary matter and may lead to suspension. Any student who is tardy more than 5 times in any course during a semester may lose credit for that course and may be placed on probation.

#### **Petitioning to Earn Back Credit**

Any student who loses credit in any class due to any violation of the attendance policy shall be required to complete various responsibilities (examples: provide documentation for absences and/or submit essays explaining rationale for regaining credits) as assigned by administration in order to petition to earn back credit.

#### **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 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. After a brief stop at lockers to pick up needed materials, students need to go outside, into the cafeteria, 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. unless they are involved in a school-sponsored activity or report to the library for supervised study (Monday-Thursday 3:00-5:00 p.m.). Students may not wait in the student parking lot, in the hallways, lobby, or outside buildings. Students in the library need to use the Sheridan Street library exit when they leave.

### **Senior Ditch Day**

Saint Mary's High School shall not recognize any form of a senior ditch day. Any senior determined by administration 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 any work, turn in any work, or make up any quizzes/tests that occurred on that day and shall be assigned either one day of ISS or six detentions.

### **CAMPUS MINISTRY**

Always keeping focus on the mission of Saint Mary's High School, 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 regardless of their particular faith or understanding of God.

Taking as its charism, the words of the Nicene Creed: *One Holy, Catholic and Apostolic*, campus ministry takes seriously its goal of encouraging unity within difference, assisting others in recognizing and responding to their call to holiness and witnessing to the universality of the Gospel by preparing young people to help usher in a culture of life throughout the world.

Holy Mass is the very source and summit of who we are what we do as a Catholic School in the diocese of Phoenix. Therefore, Mass is celebrated daily at 7:00am in our school chapel and monthly as a collective student body in the gymnasium. All members of the school community are invited and encouraged to attend both.

Students also have the opportunity of participating in semester penance services, adoration of the Blessed Sacrament, class retreats, The National March for Life in Washington D.C., various Catholic theatrical productions, Thursday morning Rosary group for women and the Columbian Squires for men.

### **CHRISTIAN SERVICE REQUIREMENT**

Saint Mary's High School seeks to encourage participation in Christian service as an integral part of the student's life. Each student, at every stage of formation at SMHS, is given an opportunity to live out Christ's Gospel admonition to love one another as they themselves would like to be loved. However, in order to love in this way, we must go beyond simply doing good works for the sake of the works themselves, but must learn to respond to the needs of others, no matter how profound, with true mercy as our guide.

***“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***

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 thorough 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 these hours each year in service to their parish. Students may fulfill this service requirement after school hours, in the evenings, on weekends, and during the summer preceding the school year.

\* Students transferring to Saint Mary’s for their senior year, must complete a total of fifteen Christian Service hours during that year. A list of service opportunities is available in the Student Guidance Center.

\* All students are expected to have the accumulated number of hours recorded with the Christian Service Coordinator by April 1 each year.

The Principal 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 offered at SMHS.

Student Council oversees all clubs and organizations at SMHS.

Ambassadors Club	Math Club
Art Club	MEChA
Black Student Union	National Honor Society
Bowling Club	Newspaper
Columbian Squires	Pep Band
Drama Club	Saviors of Soul
Earth Club	Science Research Club
Film Club	Student Council
Foreign Language Club	Technology
Key Club	Yearbook
Legion of Mary	Young Democrats
Letterman’s Club	Young Republicans

### **COMMUNICATION/ENTERTAINMENT DEVICES**

All communication (examples: pager or cell phone) and entertainment (examples: video games, cassette tape player, compact disc) devices in the possession of a student shall not be used/seen/heard from the time the student first arrives on campus/in the parking lot until the end of that school day. After school, devices may be used only outside the school grounds (on the sidewalks/in the parking lot).

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

Repeated violations may result in the parent/guardian being required to pick up the device or may result in all devices being prohibited from being used/possessed by the student at any time on campus, in the parking lot, and at school sponsored activities.

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

### **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.
3. Under no circumstances at any time 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 at all times are expected to abide by the generally accepted rules of network etiquette and ethics. All activity deemed unacceptable, inappropriate, or illegal by Saint Mary's is prohibited. Such activity may include but is not limited to the following:

- a. Using obscene or profane language.
- b. Intentionally downloading, displaying or sending pornographic, racist or otherwise offensive material.
- c. 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.
- d. Using the Internet at Saint Mary's for commercial activities or on behalf of for-profit institutions.
- e. Harassing, insulting, or attacking others.
- f. 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.
- g. Violating copyright laws.
- h. Using another users' password to access network resources.
- i. 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.
- j. Using computer systems for commercial purposes.
- k. Using the network in any way that could disrupt the system or its use by others.
- l. Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks, including personal CD's.
- m. Using/revealing the last name, personal address or phone number for themselves, faculty, staff, administration, or fellow students.

Vandalism shall result in cancellation of privileges. 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**

The Diocese of Phoenix has charged the administration of SMHS with the task of creating 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-sponsored events.
- engaged in misconduct on or off campus at any time that is in any manner contradictory to the guidelines established for Saint Mary's High School as stated in this handbook, in Diocesan policy, or in Arizona Revised Statutes.

A Knight/Lady Knight who engages in any inappropriate conduct shall be disciplined. Discipline may include, but is not limited to any combination of the following:

- Verbal reprimand
- Conference with a staff member
- Campus detention
- Parent contact/conference
- Temporary exclusion from the classroom
- Loss of privileges
- Withdrawal from a class
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Assignment of community service hours
- Loss of credit for a class
- Voluntary withdrawal
- Involuntary withdrawal

Under Arizona law, parents/guardians are liable for damage done to school property by their child. Students' parents/guardians may be charged for cost of such damage.

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

The following addresses specific areas of student conduct and expectations:

***Affection:*** Since the nature and purpose of a student's time in a Catholic setting is meant to be fundamentally conservative, all displays of affection between students should be discouraged. Affection such as holding hands, hand shakes, and very quick hugs will be allowed between students as long as they occur in a respectful and appropriate manner as determined by staff members. All other types affection displayed between students shall be considered excessive and inappropriate.

***Alcohol/Drugs:*** A student shall not distribute, consume, possess, use, or be under the influence of any drug or alcohol or possess drug paraphernalia of any kind at any time on or off campus. Additionally, a student shall not communicate in any supportive way (verbally, e-mail, Internet, pager, cell phone, etc.) regarding drugs and alcohol.

***Assemblies:*** Students are required to attend all school-sponsored assemblies that take place during the school day. Failure to attend the assembly or failure to display appropriate behavior during the assembly shall result in the student receiving disciplinary consequences.

***Cleanliness of Campus***

Each student is responsible to clean up after himself/herself at all times. Any student who observes another student not doing this is encouraged to politely ask that student to clean up his/her mess.

Inappropriate cleanliness of the campus may result in students being assigned to clean up after break/lunch, extending the school day, eliminating break, or being assigned to write an essay/copy pages from the student handbook. Each of these strategies is intended to reinforce appropriate behavior regarding the cleanliness of the campus at all times.

***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.

***Disrespect/Disrupt/Insubordinate:*** Students shall refrain from conduct determined to be disrespectful, disruptive, or insubordinate in any manner. Students should focus on but are not limited to displaying at all times appropriate body language, verbal language, tone of voice, spoken language, written language, and physical actions.

***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), a school employee(s), or another person(s). Laser pointers are not permitted by students on campus for any reason. They are considered an endangerment to others.

***False Identification:*** Students shall always provide accurate identification of who they are. When requested, students will always respectfully provide a staff member, chaperone, or law enforcement officer with their school identification card.

***Fighting:*** Students shall refrain at all times from doing anything that might provoke a fight with someone else. Students who believe that a fight may occur shall communicate that information to a school staff member, chaperone, or law enforcement officer immediately.

***Forgery/Cheating/Plagiarism:*** A student shall not use, or attempt to use the identity or signature of another person. 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. 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 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 may receive zero points for the assignment or assessment or may receive a withdraw-failing (WF) grade for the quarter or semester.

***Gambling:*** Students shall refrain at all times from participating in any gambling activities resulting in the exchange of money or favors based on who may win/lose in a gambling situation.

***Gang Affiliation:*** No student under any circumstances may participate in any activity, communicate in any manner (especially through tagging), or wear any clothing that may give an indication of supporting or belonging to any type of a gang.

***Graffiti:*** A student shall not be in possession of any writing instrument (especially markers) that may be used to put graffiti on any school property or anyone's belongings including but not limited to clothing, notebooks, or back-packs. Additionally, back-packs should not have any writing or graffiti of any manner on them.

***Gum:*** Students shall refrain from chewing gum at all times on school grounds, during the school day, and/or at school-sponsored activities.

***Hazing/Initiations:*** To request, make, or force someone to do something that may cause physical, social, or emotional harm is never acceptable and should never occur at SMHS.

***Insubordination:*** A student shall comply with a reasonable request of any school employee. Failure to comply with a reasonable request is defiance of authority.

***Lack of Preparation/Cooperation:*** Students shall be prepared at all times and shall cooperate with the requests or directives of staff members, chaperones, or law enforcement officers at all times.

***Littering:*** A student shall not purposely leave trash or debris on campus. A student shall be responsible for cleaning up his/her trash or debris at all times.

***Obscenity/Defamation:*** A student shall not use defamatory or obscene words, phrases, or gestures nor shall a student distribute defamatory or obscene materials. 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 standard to be used is determined by the administration.

***Profanity:*** Students shall refrain from using any form of profanity (verbal or written) at all times.

***Sexual Harassment:*** 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:*** A student shall not take, use, or borrow any property by misrepresentation, deception, or by expressed or implied threat. A student shall not take, use, or borrow property belonging to another person without his/her permission.

***Tobacco:*** A student shall not use or possess any form of tobacco or tobacco products at any time on or off campus. Student-violators may receive a disciplinary consequence.

***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 any other person. Infractions may result in the student being assigned a disciplinary consequence and/or restitution to the victim for the amount of the damage incurred and/or referral to the appropriate law enforcement authorities.

***Violation of Civil/Criminal Statutes:*** A student shall not violate, or attempt to violate any civil or criminal statute while on school property or at any 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 may be referred to the appropriate law enforcement authority.

***Weapons:*** A student shall not knowingly, intentionally, or recklessly go onto school premises with a firearm, explosive, knife, or any other weapon (real or fake) without written authorization by an administrator. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

### **Discipline Chart**

#### **Category I**

- Dress code violation
- False identification
- Communication and entertainment devices
- Gum
- Lack of preparation/cooperation
- Littering
- Parking violation
- Profanity
- Public display of affection
- Tardiness to class
- Truancy
- Unexcused absence

#### **Potential Disciplinary Consequences for Category “I”**

- Teacher warning/conference
- Detention
- Parent conference/contact
- Administrative conference
- ISS
- OSS
- Community service

**Category “II”**

- Cheating
- Destruction of property
- Disrespect to other students
- Disrespect to staff
- Disruptive conduct
- Drug/tobacco paraphernalia
- Drug/alcohol under the influence/use/possession
- Fighting
- Forgery
- Gambling
- Gang related activity
- Graffiti
- Hazing
- Insubordination
- Plagiarism
- Publication distribution w/o administrative approval
- Sexual harassment
- Theft
- Threatening of others
- Tobacco use/possession
- Trespassing

**Potential Disciplinary Consequences for Category “II”**

- Detention
- Parent notification
- Administrative conference
- Counseling
- Special Program
- ISS
- OSS
- Community service
- Dropped from class with grade of withdraw failing “WF”
- Discipline Board
- Law enforcement contact
- Voluntary withdrawal
- Involuntary withdrawal

**Category “III”**

- Assault
- Arson
- Bomb threat
- Drug distribution
- Endangerment to staff
- Endangerment to students
- Repeated drug/alcohol under the influence/use/possession
- Repeated hazing or threatening of others
- Weapon use/possession (real or fake)

**Potential Disciplinary Consequences for Category “III”**

- Counseling
- Special Program
- Student Study Team (SST)
- OSS
- Discipline Board
- Law enforcement contact
- Voluntary withdrawal
- Involuntary withdrawal

**DISCIPLINARY ACTIONS AND PROCEDURES****Parent Contact/Conference**

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

Additionally, 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.

**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).
- Detentions may not be missed unless an extreme emergency exists that has been pre-approved by an administrator.
- Students may be required to do manual labor during detention.

### Campus Detention Days

Monday – Thursday (no campus detention on Friday)

### Campus Detention Times

Morning: 7:15 a.m. – 7:55 a.m.      Afternoon: 2:50 p.m. – 3:30 p.m.

Consequences if student doesn't show-up for school detention:

Step 1:              Additional session of detention is assigned.

Step 2:              ISS assigned and parent contact by administrator.

Step 3:              OSS assigned and parent contact by administrator.

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

In-school suspension 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 on campus and complete all missed school work on an independent basis. The teacher shall evaluate the work or assessments that occur during this suspension time based on full credit.

Out-of-School Suspension is when a student is not allowed to attend school classes or any school-sponsored activities. The student is responsible to make up all missed work but may not receive full credit for the work because OSS absences are considered unexcused absences. So as not to damage the student's grade too severely, the student's teacher may give 50% of the points possible for any work or assessments that occur during this suspension time.

Suspension (ISS or OSS) includes suspension from all school-sponsored activities. Students may not attend any school-sponsored activities until they have completed attendance the next school day.

**Probation** is the supervision and evaluation of the student's conduct for a specific period of time. Probation may occur when other consequences to change behavior have not been successful. Probation may include the loss of co-curricular activity privileges.

**Student Study Team (SST)**

The Student Study Team (SST) consists of the dean of students, personal counselor, student, student's parents/guardians, student's academic counselor, and student's teachers. The purpose of the SST is to develop strategies to assist the student with issues that may have surfaced regarding spirituality, academics, behavior, attendance, and substance use/abuse. Failure to abide by the terms of SST may result in the student being asked to withdraw.

**Discipline Board**

The Discipline Board assists in the responsibility to establish and enforce rules of conduct for students. The Discipline Board serves as an adviser to the Principal and does not make final decisions regarding disciplinary action against any student. In any circumstance, the Principal may enforce rules of conduct without convening the Discipline Board.

The Discipline Board meets at the request of the Principal to consider serious or continuous violations of the school's disciplinary code. The board makes recommendations to the Principal. Recommendations may include campus detention, community service, suspension, probation, or voluntary/required withdrawal.

**Withdrawal (Voluntary/Required)** Ordinarily, parents will be given the opportunity to withdraw the student from school voluntarily. If a parent refuses to withdraw the student and/or if the serious nature of the behavior warrants, the student may be required to withdraw from school.

Students who withdraw from Saint Mary's for disciplinary reasons may not be allowed admittance to any 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, 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.
- \* 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 of such character so as not to disrupt or distract the educational environment of the school.

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.

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 and can not readily correct the violation, parents may be contacted to either assist in correcting the violation or removing the student from campus. If neither is possible, the student may be placed on In-School Suspension and absences from classes will be considered unexcused.

For any dress violation, a student may receive a \$3.00 summons. A detention may also be issued for a dress violation.

**Boys' Uniform/Dress Code**

**Hair:** Hair is to be neat and well-groomed at all times. It may not completely cover the ear, cover the eye brows, or touch the top of the shirt collar. Hair lengths must be blended which is defined as hair not having an appearance that portrays two noticeably different levels or having a line in one's hair. Hair must be cut in uniform length if it is cut with lower than a #2 razor clip. No completely shaved heads, dyed hair, spikes, excessive use of gel, or facial hair is allowed. Sideburns may not extend beyond 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:** Must be completely covered and out of sight at all times during the school day and during all school-sponsored activities. Students are not allowed to write or draw on themselves.

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

**Shorts:** Only Dennis Uniform shorts in the navy blue or khaki twill (tan) color. No look-alike shorts are allowed. They may not be oversized or baggy.

**Shirts:** Students must wear the school-purchased uniform shirt in green or white. White t-shirts or turtlenecks may be worn under the school shirt. The t-shirt or turtleneck may not contain any writing or pictures of any kind including writing or pictures of any aspect of SMHS.

**Jackets/Sweaters/Sweatshirts:** Saint Mary's approved jackets, sweaters, and sweatshirts are acceptable attire. Solid colored green, white, or gray sweaters or sweatshirts may also be worn over the school uniform shirt.

All other jackets, sweaters, and sweatshirts worn to school must be kept in the student's locker during the school day. A school uniform shirt must be worn under an approved jacket, sweater, or sweatshirt at all times.

**Trousers:** Dress, tailored, cotton/cotton twill trousers with regular rise/plain/pleated front, internal tucked pockets, in khaki (tan) or navy blue in brands such as Bugle Boy, Dockers, or Dennis Uniform. Corduroy, denim, or riveted trousers are not permitted. Trousers may not be torn, frayed, cut, over-sized (waist or length), or baggy.

**Belt:** If belt loops exist, slacks/trousers/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.

**Shoes:** Only dress leather, dress suede, sandals, or low-cut athletic shoes in solid black or brown color are permitted. No slippers, moccasins, cloth shoes, vans, or boots (combat, work, cowboy, hiking) are permitted. Shoes must be worn in accordance with how they were intended for wear (tied, backs not walked on, etc.). Socks must be worn at all times.

#### **Girls' 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 green, white, black, or navy blue. No sweatbands, bandannas, or scarves may be worn.

**Hats/Glasses:** Hats, visors, bandanas, scarves, etc., may not be worn on campus from the time of arrival until the time of dismissal. Dark glasses may not be worn anywhere on campus from the time the student arrives on campus until the end of the school day.

**Tattoos:** Must be completely covered and out of sight at all times during the school day and during all school-sponsored activities. Students are not allowed to write or draw on themselves.

**Make-up/Jewelry:** Make-up, jewelry, and accessories must be worn in moderation. No white make-up may be worn. Jewelry is limited to two modest pairs of earrings, one modest necklace or a religious medal on a simple thin chain and two modest rings. No other body piercing (brow, tongue, nose, etc.) is allowed. No dog collar type necklaces or chokers are allowed. Tight necklaces worn above the collarbone are not permitted.

**Shirts:** Shirts: Students must wear the school-purchased uniform shirt in green or white. White t-shirts or turtlenecks may be worn under the school shirt. The t-shirt or turtleneck may not contain any writing or pictures of any kind including writing or pictures of any aspect of SMHS.

**Jackets/Sweaters/Sweatshirts:** Saint Mary's approved jackets, sweaters, and sweatshirts are acceptable attire. Solid colored green, white, or gray sweaters or sweatshirts may also be worn over the school uniform shirt. All other jackets, sweaters, and sweatshirts worn to school must be kept in the student's locker during the school day. A school uniform shirt must be worn under an approved jacket, sweater, or sweatshirt at all times.

**Skirts/Skort:** Only Dennis Uniform Dorchester plaid skirts/skort may be worn. The bottom of the skirt/skort should be no more than two inches from the middle of the knee. Any shorts that hang below uniform skirts or skorts are not permitted.

**Slacks:** Dress, tailored, cotton/cotton twill slacks with regular rise/plain/pleated front, internal tucked pockets, in khaki (tan) or navy blue in brands such as Lady Dockers or Dennis Uniform. Corduroy, denim, or riveted slacks are not permitted. Slacks may not be torn, frayed, cut, over-sized (waist or length), or baggy.

**Tights/Nylons/Socks:** Girls may wear solid-colored tights, socks, or nylons in these solid colors: white, green, navy, or neutral. Tights must be full foot length, not ankle length. No sweat pants, nylon warm-up pants, thermal underwear, flannel pants, thigh-hi socks, over the knee socks, fishnet stockings, etc. are permitted.

**Shorts:** Only Dennis Uniform shorts in the navy blue or khaki twill (tan) color. No look-alike shorts are allowed. They may not be over-sized or baggy.

**Belt:** If belt loops exist, slacks/trousers/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.

**Shoes:** Only dress leather, dress suede, dress sandals with back straps, heels no higher than one inch, or low-cut athletic shoes in solid black or brown color are permitted. No platform shoes, slippers, moccasins, cloth/canvas shoes, plastic shoes, vans, boots (combat, work, hiking), sport sandals (even with back straps) are allowed. Shoes must be worn in accordance with how they were intended for wear (tied, backs not walked on, etc.).

#### **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.

**Spirit Shirts:** Pep assembly days are designated as spirit shirt days. This means the student may wear some other Saint Mary's athletic, team, or spirit shirt that has been purchased in the Spirit Shop. Tank tops are never allowed. Shirts must be clean and presentable for school.

**Co-Curricular Activities:** Members of varsity athletic teams may wear their varsity team shirt in place of their uniform school shirt on a game day. Other co-curricular organizations may get permission to wear their shirts on designated days as determined by administration.

#### **DRUGS (ILLCIT)/ALCOHOL POLICY**

Saint Mary's High School personnel believe that Knights and Lady Knights should refrain from possession, use, or being under the influence of alcohol or illicit drugs at all times during their enrollment. Additionally, SMHS students should not possess any paraphernalia associated with alcohol or illicit drugs. Finally, SMHS students shall not communicate in any supportive way (verbally, e-mail, Internet, etc.) regarding alcohol or illicit drugs.

Any student who communicates in a supportive manner that use of alcohol or illicit drugs is acceptable, possesses paraphernalia, or possesses/uses/is under the influence of alcohol or illicit drugs at any time puts himself/herself in a situation of conflict between these types of decisions and the mission statement/first core philosophy of SMHS.

Saint Mary's High School personnel are always willing to work proactively to address these sensitive issues; however, consequences may be imposed for those students who violate the substance abuse policy in any way.

When a staff member becomes aware (reasonable suspicion) of a potential violation of the substance abuse policy, SMHS administration may require that the student submit to a drug test that day. Failure to comply with this request may result in the student being suspended immediately and remaining suspended until written confirmation is obtained by an SMHS administrator that the test was completed.

If the results of the test as well as any other information (paraphernalia, alcohol, illicit drugs, or incident reports) confirm that a first violation of the substance abuse policy has occurred, the student shall be suspended from school for three school days and shall participate in a substance abuse treatment program as outlined by administration. The student may not return from suspension until an SMHS administrator receives drug test results and written communication that a substance abuse evaluation appointment has been scheduled. Once the evaluation is completed, the student and his/her parents/guardians must be willing to abide by the recommendations in the evaluation. Failure to do so shall result in the student being withdrawn from school.

If a student is determined to have violated the substance abuse policy a second time, he/she shall be suspended from school and required to meet with the Discipline Board.

If a student is determined to have violated the substance abuse policy a third time, he/she shall be asked to withdraw from Saint Mary's High School permanently.

Any student who has violated any aspect of the illicit drugs and alcohol policy shall be required to submit to random testing at the discretion of administration for the remainder of his/her tenure at Saint Mary's High School. Any diluted test results shall be treated the same as a positive test result.

If a student does not successfully complete the substance abuse plan or is terminated from the substance abuse program created in the evaluation, the student shall be suspended from school and required to meet with the Discipline Board.

As a condition of admittance when a student transfers to SMHS and has had a substance abuse issue at their former school, the student may be required to get an evaluation and must be willing to participate in a substance abuse program. The student shall be required to submit to random testing at the discretion of administration for the remainder of his/her tenure at Saint Mary's High School. Past incidents of substance abuse may be counted towards the student's cumulative number of SMHS alcohol/illicit drugs violations.

If a student is determined to have distributed any alcohol or illicit drugs (or any paraphernalia) in any manner at any time, he/she shall be suspended from school and required to meet with the Discipline Board. If a student is determined to have done this a second time, he/she shall be asked to withdraw from Saint Mary's High School permanently.

## **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.

### **Late Registration**

Families registering after July 1 shall be expected to fulfill their tuition obligations. Tuition for students registering after September 1 shall be prorated over the number of school days they will be in attendance.

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. Unless indicated, payment will be submitted using the FACTS Tuition Management Company. Options for payment shall include:

1. **Full Payment:** Under this plan, the entire amount of tuition is paid directly to the school on or before August 1.
2. **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.

3. **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 or savings account on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. For example, the first payment would be due on August 5 or August 20.

#### **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 1, 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.

**Failure to meet financial obligations shall result in the student's classes being closed or the student being excluded from finals. Additionally, the student would receive an I (incomplete) for each semester final exam and each semester grade.**

#### **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 over the number of school days each student was in attendance according to a formula established by the school.

**Fund-Raising Activities**

All students are required to participate in annual fund-raising events (such as the walk-a-thon). 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 SMHS 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 of the parent. This financial obligation must be paid in order for the student to be allowed to take final examinations at the end of the second semester.

**Commencement Ceremony/Graduation Fee**

Commencement Ceremony/Graduation fees are assessed in May of the senior year. The Commencement Ceremony/Graduation fee is \$150. This fee assists in defraying the costs associated with the Commencement Ceremony/Graduation.

**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. 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, the person needs to submit the appeal in writing to the Diocesan Superintendent of Schools.

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 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**

SMHS requires that all Knights and lady Knights 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. Regarding the grade aspect of the transcript, 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.

## **STUDENT HEALTH**

### **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 will be contacted.

**Medications**

All medications 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 SERVICES****Academic Letter**

Saint Mary's High School initiated an awards 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 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 award at the end of the school year at either the Senior Awards or the Farewell assembly.

Application forms for this award are made available in April and are to be submitted to the Junior Academic Guidance Counselor by the stated due date. Late forms are not accepted. The completed forms are reviewed and verified to determine whether or not a student qualifies to receive the Academic Letter. A student on Disciplinary Probation is not eligible for the Academic Letter. Questions regarding the Academic Letter should be directed to the Junior Academic Guidance Counselor.

#### **Attire at School Functions and Activities**

Saint Mary's High School 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 school events.

\* Female students are to observe the following:

1. no wearing of shirts/blouses that expose the midriff.
2. no wearing of backless shirts/blouses.
3. no wearing of strapless or spaghetti strap tops that excessively expose one's cleavage.
4. no body-piercing.
5. no exposed tattoos.
6. other clothing or accessory items that the Dean of Students determines not to be "in good taste".

\* Male students are to observe the following:

1. no excessively baggy pants.
2. no wearing of hats on campus or during inappropriate indoor events, or at inappropriate times during indoor events (prayer, Pledge of Allegiance, National Anthem, etc.).
3. no wearing of shirts that display inappropriate writing.
4. no wearing of earrings on campus or off-campus.
5. no body-piercing.
6. no exposed tattoos.
7. Other clothing or accessory items that the Dean of Students determines not to be "in good taste".

**Dances**

Dances at Saint Mary's High School are for the benefit of Saint Mary's students. A student must have his/her valid identification 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 who are 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 alcohol/illicit drugs nor possess/use/distribute alcohol/illicit drugs or paraphernalia before/during/after a dance.

**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.

**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 Mrs. Marci Golfen, SMHS School Nurse, at (602) 251-2518. If you have any questions about the insurance forms that must be used, please contact Mrs. Linda Schmaltz, SMHS Office Manager, at (602) 251-2502.

**Lockers**

All school lockers are the property of Saint Mary's High School and may be searched at any time. Students may not put anything on the inside or outside of any locker at any time 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.

**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. A delay in doing so can result in disciplinary action. 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 Students office to be stored until the end of the school day.

**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 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 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.

**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, backpacks, 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.

**TEXTBOOKS/WORKBOOKS**

Textbooks and workbooks must be purchased by students prior to the beginning of the school year.

### **THEFT/LOST AND STOLEN ITEMS**

Any school books, equipment, or clothing items checked out to a student that are lost/stolen are the responsibility of the student and his/her parent/guardian and must be replaced/purchased at the current replacement cost. Saint Mary's High School and its staff members are not responsible for personal items that are lost/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 must make sure not to cause problems on the bus or at the bus stops. Students leaving the campus on foot must be sure not to cause problems for our neighbors (residential or business). Saint Mary's takes very seriously any 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 shall only park in school parking lot areas designated by administration for student parking. Students driving to school shall not park in the street or in any non-school designated parking lot or area. Driving to school and parking is a privilege and such privilege may be suspended or revoked by administration at any time.

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 SMHS student parking lot.

- \* Parking in the Faculty/Staff lot (east of the school) behind the gymnasium is prohibited before, during, or after school. Students approved by the administration and issued a special parking tag are the exception. 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 once the assigned car pool spaces are filled. The only other reserved spaces are for the handicapped.
- \* Students may not go to their vehicles during school hours unless supervised by a staff member.
- \* Students arriving late need to contact the main office for access into the student lot.
- \* For the safety of students, a 10 m.p.h. speed limit will be strictly enforced. Reckless driving is prohibited.
- \* Vehicles must not back into parking spaces.
- \* Students driving to school must have a permit attached to their vehicle(s). Parking permits cost \$25 for the first vehicle with an added charge of \$10 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 secured 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. Students may not use the turn-around, APS driveway, or faculty/staff lot driveway as turn around areas.
- \* Any and all accidents and thefts must be reported promptly to the security officer or the Dean of Students.
- \* Vehicle Violations: 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 of issuance.
- \* 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. Students must stay in a single file line on Sheridan Street and wait their turn to make a turn. For safety purposes, students are strongly encouraged to only turn right off of Sheridan Street onto 7<sup>th</sup> Street or 3<sup>rd</sup> Street.

\* The designated area for student drop-off or pick-up is on Sheridan Street. Students are not to be dropped-off or picked-up in the Faculty Parking lot, the Staff Parking lot on 3<sup>rd</sup> Street, or the business office parking lot north of the school campus.

### **VISITORS**

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. Parents/Guardians need to check "in" and "out" in the administration office when visiting classes.

Any non-diocesan personnel who desire to be on campus for any reason shall check "in" and "out" in the administration office.

## **DIOCESE 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.

Mr. Mark Mauro  
Principal

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