



July 16, 2020

Dear Saint Mary's Families:

Welcome back to our returning families and a special welcome to all the new families joining the Saint Mary's community. Saint Mary's is truly a special school and community, and I am honored to be serving as principal. I am privileged to have an outstanding team of faculty and staff members who are mission-minded, dedicated and passionate about forming your children in faith, wisdom, and virtue. In addition, it is a great blessing to be able to lead a school that has parents who are dedicated to the mission of providing a liberal arts education that forms virtuous young men and women to know the Truth and love the Good.

Like we do every summer, families are sent a welcome letter and packet that contains important information about the upcoming school year. Please take time to read through this information so that you are most prepared for the start of the school year.

Here is what is included:

- Important Upcoming Dates ((included as of 7/17)
- School Information Reminders and Updates
- At-a-Glance Calendar (as of July 16; dates may need to change)
- SM's Quick Guide
- Campus Map
- Parking Permit and Carpooling Form
- Cafeteria News
- Fundraising Expectations

There are two important items to which I want to draw your attention.

Reopening Plan

As you are well aware, we will be opening the school year during a time of great uncertainty due to COVID-19. This will make the start of the school year a challenging one; and it will also be one where our plans change rather quickly. Hopefully, you received an email from me a few weeks ago that shared the general plan for reopening this fall. If not, you can read it on our website or here ([Reopening plan](#)). Additional details will be sent out as we get closer to the start of the school year, when we have a clearer idea of exactly what restrictions will be required.

As of now, the start date for in-person instruction is August 17. However, there will be an announcement later today from the governor's office that may affect this. I will keep you updated.

Introduction of New Faculty and Staff

I would like to introduce two new school leaders, our new Assistant Principal of Athletics and Student Activities and our new School Chaplain.

Mr. Matt Mayo is our new Assistant Principal of Athletics and Student Activities. Mr. Mayo comes to Saint Mary's with over eight years of experience in athletic administration in Catholic schools. He completed his master's degree in Educational Administration from Northern Arizona University in 2015. He is a state certified K-12 Principal, as well as a nationally certified Athletic Administrator. He has already started working over the summer in preparation for an exciting year of Saint Mary's athletics and activities. Our Athletic Director over the last eight years, Greg Fahrendorf, will be our new weight lifting teacher and strength and conditioning coach.

Fr. Estevan Wetzel is our new full-time School Chaplain. Fr. Wetzel was ordained this summer and is a graduate from Saint Mary's (class of 2010). He is excited to be back at Saint Mary's, and I am certain he will be an outstanding addition to the school. Fr. Wetzel will also be teaching two theology classes. Our Chaplain over the last four years, Fr. Vietor, will still to be at Saint Mary's and will continue working as a teacher in the humanities department.

Saint Mary's is also welcoming the following teachers and staff members:

Miss Bella Ayala (Humanities/Spanish)
Mr. Daniel Barba (Coordinator of Campus Evangelization/Campus Minister)
Mrs. Dana Contreras (Humanities)
Mr. Graham Crawley (Humanities/Math)
Mrs. Michelle Hernandez (Director of Finance)
Mrs. Sarah Hauer (Art)
Mrs. Jacqueline Kennedy (Director of Recruitment)
Mr. Jose Lucero (Humanities/Head Football Coach)
Miss Nicole Salgado (Assistant to Dean of Students)
Miss Danielle Scheuer (Science/Math)

We are very excited to have these new teachers and staff members join us. They all bring with them a high level of expertise in their fields and enthusiasm for our mission and liberal arts education.

I am confident that under the guidance of our patroness, the Blessed Mother, our school will continue to be filled with all the necessary blessings and gifts that we need.

In Christ,



Kevin Muir
Principal

IMPORTANT UPCOMING DATES

Schedule for the Week of August 3

Monday, August 3 through Thursday, August 6: Schedule and Book Pickup Days

Schedule Pickup Week is August 3–6 from 8:00–11:00 a.m. and 12:00–2:30 p.m. We have added August 6 at the same times in order to further spread out families. **We ask that each family please sign up for a 10-minute slot through Sign-Up Genius by clicking [here](#).** This will help keep an even flow through the four days. If you cannot come according to the previous alphabetical schedule, that is fine. Just choose a time slot that works for you. We ask that you wear masks, maintain social distancing, and do not come if you or your child is not well or has been exposed to COVID-19. Please limit the number of people that you bring with you and report to the Front Office upon arrival.

Students will pick up their class schedule and books for classes. Some students will have other items that need to be taken care of before picking up their schedule and books. If you have not provided some of the following documents, please bring them with you at your chosen time.

- Signed Tuition Contract and Account Information (Business Office, mailed 7/27)
- Birth Certificate/Updated Immunization Records (Nurse)
- Transcripts or records of any summer school classes completed outside of Saint Mary's (Guidance Office)

If you have any questions about these items, please contact the Business Office (vacosta@smknights.org), the Nurse (wayala@smknights.org), or the Guidance Office (brollo@smknights.org).

Typically, students are assigned lockers at this event and can put their books in their lockers. Though locker assignments have been made, we ask that students bring a backpack or bag to take their books home. Students may also request schedule changes through the Guidance Office (College Room) at this time or submit paperwork to the Athletics Office (Piper). The Spirit Shop will be open for purchases.

Friday, August 7: No school and the campus is closed due to Faculty and Staff Retreat.

Saturday, August 8: Back-to-School BBQ is **cancelled**. Unfortunately, we will not be able to put on this event due to restrictions on large group gatherings at this time. We are discussing the possibility of moving this to later in the fall.

Schedule for the Week of August 10

Monday, August 10: No School

The Main and Business Offices will be open from 10 a.m. to 3:30 p.m.

Tuesday, August 11: No School

The Main and Business Offices will be open from 7:15 a.m. to 3:30 p.m.

Wednesday, August 12 and Thursday, August 13: In-Person Freshman Orientation Days (Details will be sent soon)

Small groups of students will be allowed on campus for a brief orientation where they will hear from school leaders, meet their teachers, counselor, campus minister, and take a tour. We will have full safety and health precautions in place, including the requirement of wearing masks. Groupings will be assigned by the school and complete details will be communicated to all freshman families soon.

Friday, August 14: Course Orientation for All Students (Virtual)

This will be an opportunity for students to attend each class for 15 minutes and meet their teacher, hear about the course expectations, and have a test run using the online format. Details for logging in will be provided via email, but returning students should use logins from last year.

Monday, August 17: First day of school online.

Friday, August 21: Required Meeting for the Parents of Freshman and Transfer Students (Virtual Event)

All new families to Saint Mary's are invited to view a video presentation where you will learn more about the school from our key school leaders and what your role is as parents. More information and instructions will be sent to you at a later time.

Tuesday, August 25: Parent Back-to-School Night (Virtual Event)

The purpose of this event is to share important information about the school year and offer an opportunity for parents to meet their child's teachers and become familiar with his or her class schedule.

Other Important, Early Dates

- Yearbook Distribution: Yearbooks will be distributed to all returning students during schedule pick-up times.
- School Picture Day: Once classes resume in-person, we will schedule picture day.
- Seniors have already received their portrait information from *Duke Photography*. Please make certain your senior has had this photo taken by September 30, 2020.

SCHOOL INFORMATION REMINDERS AND UPDATES

School Calendar and Bell Schedule

Enclosed is a copy of our “**At a Glance Calendar for 2020–2021.**” Please keep in mind that some dates may have to change during the course of the year. Therefore, regularly check the school’s website (www.smknights.org) for the most up-to-date master calendar and bell schedules.

School Hours:

- The Teacher-Student Period is from 7:30 to 7:55 a.m.
- Classes begin at 8 a.m.
- School is dismissed at 2:45 p.m. from Monday through Thursday, and at 1:10 p.m. on Fridays.

Student-Parent Handbook

Students will receive their copy of the *2020–2021 Student-Parent Handbook* in the first week of school. Teachers will review various parts of the handbook in class. We require that all parents and guardians review the Saint Mary’s *Student-Parent Handbook* with their child and sign and return the handbook acknowledgment form sent home with the student. The *Student-Parent Handbook* is also available on the Saint Mary’s website, www.smknights.org.

Grading and Eligibility Policy Changes

In previous years, semester grades were calculated based upon 40 percent for each quarter and 20 percent for the final exam. This created a reset of grades at the quarter in which grades in the second half of the semester did not completely represent the projected semester grade. Further, the grades at the beginning of each new term were more volatile. Now semester grades will be a running total with the final grade being composed of 80 percent of the semester grade and 20 percent of the final exam. This will mean that there will not be an official first and third quarter grade, but a midterm grade report will be sent out.

Eligibility checks will be done about 4.5 weeks into the semester and then every two weeks for the remainder of the semester. Further, in order to participate in interscholastic athletics or other (non-graded) co-curricular activities, **students must have no grade less than a D- and cannot have two or more Ds in all of their classes at the time of an eligibility check.** These changes will help student’s grades remain more stable and will help encourage students to improve grades that are in the D range, which very quickly can become a D- or F. Please see the Student-Parent Handbook for the actual policy and for the dates of these checks and other grade reports.

Textbooks/Novels

All textbooks and novels are included in the cost of tuition. Textbooks are distributed to students in *good, very good, and brand-new* condition and must be returned as such, showing only typical yearly wear. Since textbooks are only on loan to the students they must not be written in, torn, stained, or damaged in any other way. Each textbook is identified with the student’s name and a unique barcode at the time of distribution. Students must return the exact textbooks that were distributed to them with unaltered name and barcode tags. Textbooks that are not turned-in or have altered or missing name or bar code tags will be treated as lost books and full cost to replace the book will become a financial obligation for the family. Books turned in damaged will be assessed as to severity of damage and a fine assigned accordingly. Students must pick-up their textbooks in the school library no later than their

respective Orientation Day and return them no later than the textbook check-in days posted at the end of the school year. The *Bible* and novels are the property of the student and do not need to be returned. It is hoped that students will begin to build their own “libraries” of good literature with the novels. Please note that the same *Bible* is used all four years at Saint Mary’s.

Summer Assignments (Due August 17)

- Summer Reading
Saint Mary’s requires **all** its students to work on a Summer Reading Assignment. The book is chosen each May by our Seat of Wisdom (SOW) teachers and distributed during the SOW classes. Freshmen receive their book during our spring registration days or from the Admissions Office afterwards. The summer reading book and assignment for each grade level were distributed to students at the end of the school year.

- Freshman Skill Proficiency
Freshmen need to achieve a typing rate of 35 wpm with 90 percent accuracy at Typing.com and submit the certificate to that effect on the first day of class.

Uniform and Dress Code

Please review pages 42–47 of the *Student-Parent Handbook* to become familiar with the Saint Mary’s dress code. Please make sure your child leaves home each day in dress-code compliance. Students are to be in full uniform beginning with their Orientation Day.

Please also note that the dress code language regarding uniform-appropriate shoes has been clarified. Both boys and girls are asked to wear black or dark brown leather dress shoes or loafers. Boat-shoe style shoes are acceptable in one-color dark brown or black, with dark soles; white soles are not permitted.

Parking and Traffic Flow

Please review the enclosed Parking and Traffic Flow Map. Note that the map indicates that neither the Visitor Parking Area in front of Blaise Hall (administration building) nor the Staff Parking Lot off of Third Street are designated pick-up and drop-off areas.

Students being dropped off at the Saint Mary’s Way cul-de-sac will be entering campus through a new entrance gate on the south side of Saint Mary’s Way.

Students who drive to school must have a parking permit attached to the vehicle they drive to school. Parking permits cost \$40 for an individual permit and \$25 for a carpool permit. Purchase permits in the Business Office. Students must present their receipt to the Dean of Students to register their vehicle(s) and receive their parking tag(s).

Immunization Records and Medications

In accordance with Arizona state law, Saint Mary’s High School must receive from you proof that your student has received all required immunizations before attending school. Contact your child’s health care provider to make sure all vaccinations are up to date.

Saint Mary’s staff does not administer medication, including over the counter, unless a parent has included such medication in the Medication Administration Form and has provided the school with the original medication container labeled with the child’s name.

Unless approved by our Health Office, students may not carry any medicines with them whether they are prescribed by a doctor or are over the counter. Please see the *Student-Parent Handbook* for information regarding our procedure for the use of medication at school.

Athletics

Football, Girls Volleyball, Boys and Girls Cross Country, Boys and Girls Swim, Boys and Girls Gold, and Spirit Line practices will tentatively begin on Monday, August 17. With the current issues surrounding COVID-19 and state and CDC regulations, this date is subject to change. Each student-athlete's Physical Forms along with a completed athletics participation packet are due to the Athletics Office prior to the athlete being allowed to practice. The Athletic fee is \$150 per sport/per season and is due prior to the beginning of competition. For athletic information, call Mr. Brian Watt, Assistant Athletic Director, at (602) 251-2509 or Mr. Matt Mayo, Assistant Principal/Athletic Director, at (602) 251-2548. Forms are available on the school website and also in the school's Front Office.

SAINT MARY'S CATHOLIC HIGH SCHOOL | 2020-2021 Calendar

■ No School

■ Early Release

■ First Day of Semester/Orientation Days

■ Finals

NOTE:
Dates are subject to change.

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 First Day of 2nd Semester
- 18 M.L.K. Day
- 19–24 Walk for Life Pilgrimage, S.F.
- 24–31 March for Life Pilgrimage, D.C

- 3–5 Schedule Pick-Up
- 12, 13 Freshman Orient.
- 14 Course Orient. for All Grades (Virtual)
- 17 First Full Day of School; All-School Mass
- 21 Mandatory Mtg. for Parents of Freshmen
- 25 Back-to-School Night

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 1 All-School Mass (Grandparents' Mass & Breakfast)
- 1–5 Catholic Schools Week (CSW)
- 15 Presidents' Day (No School)
- 17 All-School Mass

- 7 Labor Day
- 15 All-School Mass
- 14–18 Homecoming Week
- 19 Homecoming Dance

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5–8 Spring Mini-Break
- 17 Parent-Teacher Night
- 23–26 Spring Kairos Retreat
- 25 All-School Mass

- 9–13 Fall Mini-Break
- 15 All-School Mass
- 16 Eighth-Grade Day
- 21 Parent-Teacher Night
- 28 Test Day for All Grades

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Holy Thursday (Early Release)
- 2 Good Friday
- 5–9 Easter Break
- 13 All-School Mass

- 2 All-School Mass
- 3–6 Fall Kairos Retreat
- 15 Saint Mary's Open House
- 18–22 Sophomore Mission Trip
- 25 Walk-a-thon (Early Release)
- 26, 27 Thanksgiving Break

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 All-School Mass & May Crowning
- 18 Baccalaureate Mass
- 19 Graduation
- 24–26 Final Exams for Underclassmen
- 27 Final Make-Up Exams

- 8 Immaculate Conception (Holy Day of Obligation)
- 9 All-School Mass
- 15–17 Final Exams
- 18 Final Make-Up Exams; End of 1st Semester
- 21–1 Christmas Break

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- SUMMER SCHOOL**
- For Credit-Earning Classes:
 - Session 1 (June 1–June 16)
 - Session 2 (June 17–July 2)
 - For Incoming Freshmen: (June 7–July 2)

SM's Quick Guide



Contact Us

2525 North Third Street
Phoenix, AZ 85004
602-251-2500 (Main)
602-251-2595 (FAX)
info@smknights.org

Key Contacts

President/Rector: Rev. Robert Bolding
rbolding@smknights.org

Principal: Mr. Kevin Muir
kmuir@smknights.org

Asst. Principal of Academics: Mr. James Atkinson
jatkinson@smknights.org

Dean of Students: Mr. Tyler Storey
tstorey@smknights.org



School Office Hours

M–Th: 7:15 a.m. to 3:30 p.m.
F: 7:15 a.m. to 1:30 p.m.

School Release Hours

M–Th: 2:45 p.m.
F: 1:10 p.m.



Attendance Hotline

Absences must be reported before 10 a.m.
Call: 602-251-2501

For Questions About Our Attendance Policy
Contact the Office of the Dean
602-251-2502



Sacraments

All-School Mass: Once a month at 8:10 a.m.
(Note: See school calendar for dates)

Daily Mass: 7:15 a.m. and during lunchtime

Sacrament of Reconciliation for Students:
Daily during lunchtime



Athletic Department

Asst. Principal of Athletics: Mr. Matt Mayo
mmayo@smknights.org

Asst. Dir. of Athletics: Mr. Brian Watt
bwatt@smknights.org

Saint Mary's is a member of the Arizona Interscholastic Association (AIA). Our athletes compete at the 4A level.



Saint Mary's Spirit Shop

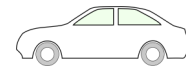
Uniform shirts, athletic gear, and gifts
Hours: Only on M, W, F (7:30–8:30 a.m.)
and T, Th (2:30–3:30 p.m.)
Email: rplacencia@smknights.org

Dennis Uniform

<https://www.dennisuniform.com/schools/Q&M>



The mission of Saint Mary's Catholic High School is to provide a liberal arts education that forms virtuous young men and women who know the Truth and love the Good.



Drop-off and Pick-Up

Via 7th Street: Only on Saint Mary's Way
Via 3rd Street: Only in front of the parking lot
by Piper Building

NOTE: No drop-off or pick-up in front of the Main Office or Visitor Parking Lots



Guidance Department

Mrs. Ashley Mager: 602-251-2568
Mr. Brian Rollo: 602-251-2555
Ms. Nora Talavera: 602-251-2567

Registrar

Mrs. Christine Swingle: 602-251-2565



Health Office

Mrs. Wendy Ayala: wayala@smknights.org
602-251-2518

For Emergencies

Contact the Main Office
602-251-2500



Cafeteria

A la Carte Menu
We can accept payments only through the Student ID or exact cash.

Cash Deposits to Your Child's Account

Through our website
<https://wearesm.org/cafeteria-menu>
Or call 602-251-2507



Communication and Social Media

To receive texts from the administration text Y to 67587.
Greenstreak (quarterly newsletter sent via email)
Parents' Weekly (emailed on Sundays)

Find us on the Web

<https://wearesm.org/>
<https://www.facebook.com/SaintMarysKnights/>
<https://www.instagram.com/saintmarysknights/>



Business Office/Tuition and Financial Aid

Mrs. Michelle Hernandez:
mhernandez@smknights.org or 602-251-2510

Bilingual

Ms. Veronica Acosta
vacosta@smknights.org or 602-251-2512
Ms. Esther Valerio
evalerio@smknights.org or 602-251-2517
Scrip Sale Hours: Monday, Wednesday, and Friday
7:15 a.m. to 3:30 p.m. (only)



Parent Service Organization (PSO)

PSO Liaison: Mrs. RoxAnn Placencia
rplacencia@smknights.org
<https://wearesm.org/pso>

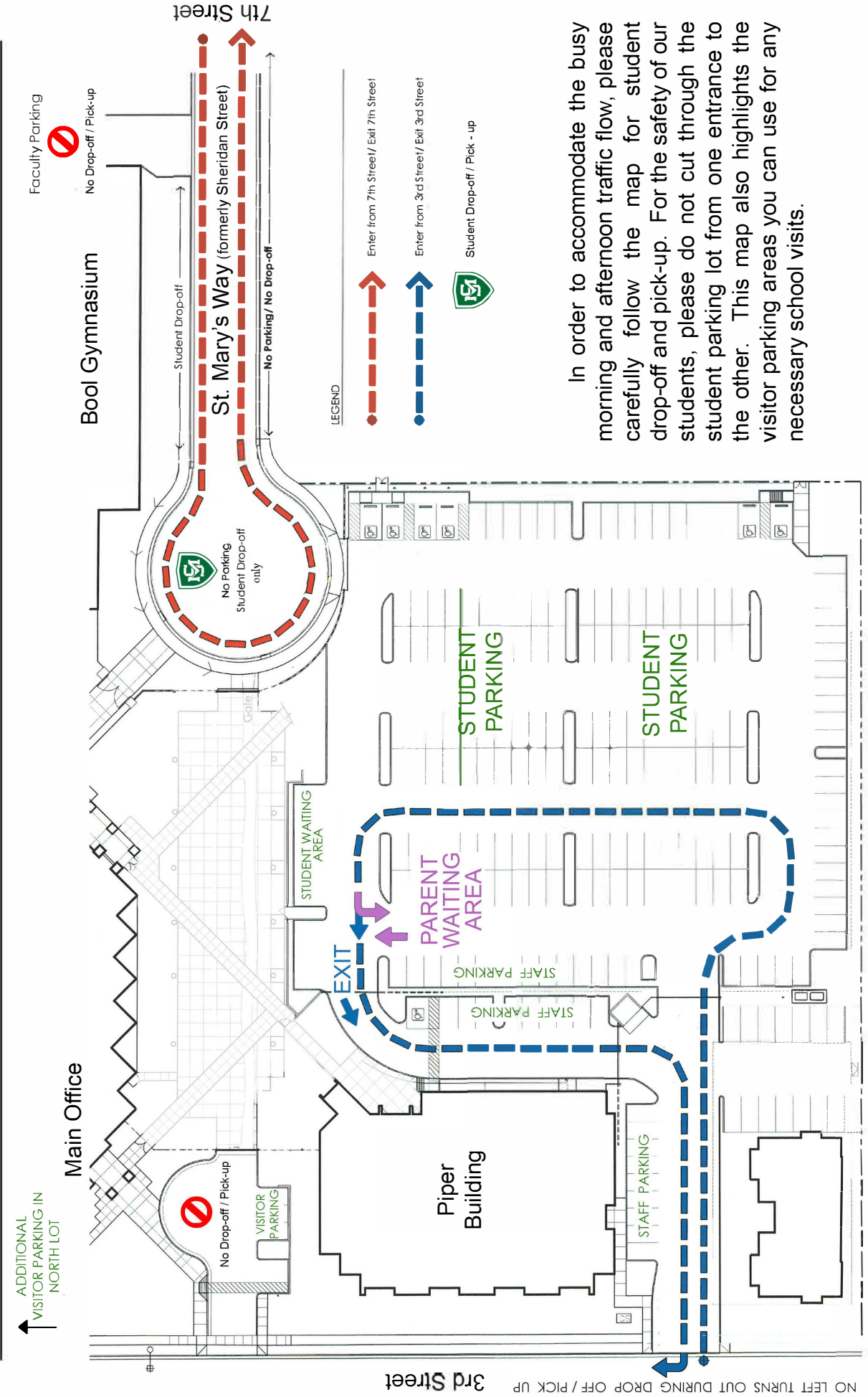
Volunteering

Contact: Ms. Veronica Acosta: 602-251-2512
<https://wearesm.org/volunteer>
<https://wearesm.org/service-hours>

Please record your hours after serving. Thank you!

Saint Mary's Catholic High School

Traffic/Parking Map



In order to accommodate the busy morning and afternoon traffic flow, please carefully follow the map for student drop-off and pick-up. For the safety of our students, please do not cut through the student parking lot from one entrance to the other. This map also highlights the visitor parking areas you can use for any necessary school visits.



SAINT MARY'S
CATHOLIC HIGH SCHOOL

Student Parking Permit Application 2020–2021

To receive a parking permit please turn in completed application and payment (or receipt of payment from the Business Office) to the Dean of Students in the Front Office.

Student _____
Last Name First Name

Grade Level: _____

Copy of driver's license attached? ____ Yes ____ No

Date of application: _____

Permit number assigned: _____

Type of permit:

Individual driver (\$40)

Carpool (\$25)

Permit must be displayed on rear-view mirror facing forward. Replacement cost is \$5.

Vehicle 1 Information:

Vehicle 2 Information:

License Plate # _____

License Plate # _____

Make: _____

Make: _____

Model: _____

Model: _____

Color: _____

Color: _____

Note: By completing this application, the student driver is agreeing to follow all driving and parking lot policies as outlined in our student handbook under "Transportation/Parking" section.

CARPOOLING AUTHORIZATION

STUDENT DRIVER

I am willing to have my son/daughter drive the students listed on this form to and from school for the 2020-2021 school year.

Parent signature of Student Driver: _____

STUDENT RIDERS

1) I am willing to have my student, _____ carpool with _____ for the 2021 school year.

Parent's signature: _____

Permit # _____

2) I am willing to have my student, _____ carpool with _____ for the 20-21 school year.

Parent's signature: _____

Permit # _____

3) I am willing to have my student, _____ carpool with _____ for the 20-21 school year.

Parent's signature: _____

Permit # _____

PARTICIPATION IN FUNDRAISING EFFORTS

Keeping tuition affordable is very important to Saint Mary's. Tuition does not cover the full cost of operating our school. Donations and money raised through fundraising makes up this difference. To this end, we are respectfully expecting all families to participate in helping the school raise funds and save money by volunteering.

All families are billed \$200 for the volunteer requirement and \$100 for fundraising per student. Please see your statement of Tuition & Fees, signed at registration, for complete information.

Your participation in our fundraising efforts is greatly appreciated. Saint Mary's credits tuition accounts in November and April for credits earned. Following are three ways for earning your tuition-fees credit.

Volunteering

Volunteer opportunities will be posted on our school's website and every week in the *Weekly* email every Sunday afternoon. Parents need to volunteer 20 hours during the course of the school year in order to credit their family's tuition account \$200. In order to receive credit after completing a volunteer position, you must go back to smknights.org and record your hours each time you complete your volunteer work.

- ✓ **NOTE:** All school volunteers need to complete an annual Safe Environment Training and background check before they are able to volunteer. The diocese has adopted a new system for training and screening. Volunteers will be able to complete their safety requirements through the Catholic Mutual Group (CMG) website <http://phoenix.cmgconnect.org>. If you experience difficulties setting up your new account, please email CMG at cmgconnect@catholicmutual.org.

Tax Credit or Annual Fund Donations

Parents who pay Arizona State Income tax can donate to Catholic Education Arizona (CEA) to benefit Saint Mary's students. This reduces your tax dollar for dollar. We also urge all parents to contribute to our Annual Fund at any level. We want to increase parent involvement in these fundraising efforts. We will credit student's fundraising and volunteer requirements 50 percent of the donation amount up to a maximum of the student's requirement.

Parents who refer new donors to CEA to benefit Saint Mary's can also use the donation for their credit. Parents must provide a donation receipt in order to process the requirement credit. Please contact RoxAnn Placencia at rplacencia@smknights.org or 602-251-2506 for questions regarding annual fund donations and individual or corporate tax donations.

Scrip Program

Purchasing Scrip gift cards can help you satisfy the \$100-per-student fundraising obligation. For questions, please contact Veronica Acosta at vacosta@smknights.org or 602-251-2507.

- Saint Mary's purchases gift cards at a discounted price and passes that discount to your student's fee.
- You buy the cards from us for face value for the places you like to shop or eat. Please see the attached Scrip Order Form regarding the discount each vendor offers. The higher the discount, the greater the percentage that goes from your purchase to your account. For example, if you buy a \$100 card from a vendor that offers a 3 percent discount, \$3 go to your account; but, if you buy the \$100 card from a vendor that offers 8 percent, \$8 go to your account.
- After earning \$100 in profit, Saint Mary's splits the profit 50/50 with you as a credit toward tuition.
- You may order the cards from our Business Office via email, phone call, or obtain an order form from our website or our office. We purchase cards not available in our inventory on the first and third Wednesday of each month. These orders will be available after school the following Friday.
- Pick up for cards will be available Mondays, Wednesdays, and Fridays from 7:15 a.m. to 3:30 p.m. only. Students are welcome to drop off and pick up orders. Payment is due at time of pick up. Payment by credit card will result in a 3 percent processing charge.



SCRIP is mobile—as in on your phone!

- Additionally, Scrip can be purchased through Benefit Mobile, a FREE mobile app available for Android or iPhone that allows customers to purchase electronic SCRIP cards instantly from their phone using their linked bank account or credit card.
- Most cards can be purchased and used directly from the phone; but, some need to be printed. The cashier simply scans the bar code on the phone or printed certificate for use. Many vendors let the customer purchase the exact needed amount. Cards can be purchased and sent as gifts via email.
- To make sure your tuition account is credited with purchases made through the *Benefit App*:
 - Choose Saint Mary's High School as the beneficiary under "Beneficiaries/Search for Schools." Enter zip code 85004.
 - After selecting Saint Mary's High School, enter your student's name under "General Funds – Supporting."
 - Link your checking or debit/credit card (checking accounts earn 1–3 percent more

CAFETERIA NEWS—IMPORTANT CHANGES

The Saint Mary's Cafeteria will be offering packaged grab-n-go items. Each day, there will be different featured entrees, as well as nutritional and affordable snacks before school, at break, and at lunch. Below is a sample of our menu with associated prices. Please contact Chris Rideau at 602-251-2527 or crideau@smknights.org with questions.

Cashier System

- The cafeteria staff will implement a system to prevent lines. Students will have lunch accounts linked to their student IDs. Parents or students will need to deposit money, in advance, into the student's account via cash, check, or credit card. Cash will be accepted for exact change only.
- Deposits can be made at the Business Office, online on our website, or by phone at 602-251-2507.
- Students will not be able to pay for breakfast, break, and lunch items with a debit or credit card, but deposits of at least \$5 can be made to the student's account in PowerSchool at the Business Office.
- Any questions regarding payment can be addressed at the Business Office.

Sample Menu Items (**WEEKLY MENU POSTED EVERY SUNDAY ON THE WEBSITE**)

BEFORE SCHOOL AND BREAK OPTIONS

Bagel	\$2
Breakfast Sandwich	\$2
Breakfast Burrito	\$2

SAMPLE LUNCH OPTIONS

Pizza	\$2
Spicy Chicken Sandwich	\$3
BBQ Sandwich	\$4
Baked Potato	\$3
Teriyaki Chicken Bowl	\$5
Subway Sandwich	\$4
Chick-Fil-A	\$6
Garden Salad	\$4

Toppings: croutons, carrots, peas, tomato, red pepper, chicken, cheese, black beans

SNACKS and BEVERAGES

Uncrustables	\$1
Chips	\$1
Water	\$1
Apple Juice	\$1
Orange Juice	\$1
Milk	\$1
Arizona Tea	\$2
Powerade	\$2