



**SAINT MARY'S  
CATHOLIC HIGH SCHOOL**

**Student–Parent  
Handbook  
2021–2022**

# Table of Contents

INTRODUCTION .....	5
MISSION STATEMENT.....	6
PHILOSOPHY .....	6
INTEGRAL STUDENT OUTCOMES .....	6
SIX VIRTUES OF A KNIGHT .....	7
BELL SCHEDULES.....	8
ACADEMIC MATTERS.....	10
Student Responsibilities .....	10
Teacher-Student Period .....	11
Grades .....	11
Parent-Teacher Nights .....	11
PowerSchool Online Student Grades .....	11
Report Cards & Student Progress.....	11
2021–2022 Grade Report Dates .....	12
Grading Policy .....	12
Grade Point Average (GPA) .....	12
Grading Scale .....	13
Semester Examinations .....	13
Guidance Department .....	14
Courses .....	14
Honors Course Placement .....	14
Advanced Placement /Dual Enrollment Classes.....	14
Course Selection and Changes .....	15
Course Level Changes .....	15
Off Campus Courses.....	16
Retaking a Course .....	16
Academic Recognition.....	16
Honor Roll .....	16
Principal's Honor Roll.....	16
Honor Board .....	17
Honor Cord .....	17
Academic Deficiencies.....	17
Academic Probation.....	18

Academic Eligibility .....	18
2021–2022 Eligibility Check Dates.....	19
Graduation Requirements.....	20
Academic Requirements.....	20
Commencement Ceremony Exercises .....	20
ATHLETICS .....	21
Athletic Programs .....	21
Eligibility .....	21
AIA Tuition Assistance Guidelines.....	21
ATTENDANCE .....	22
Absences .....	22
Planned Absences .....	22
Early Departure .....	23
Unexcused Absences.....	23
Excessive Absences .....	23
Ten Consecutive Unexcused Days of Absence.....	23
Late to School (LTS) .....	23
Tardiness .....	24
Study Hall Attendance.....	24
Chronic Illness .....	24
Illness During the School Day .....	24
Closed Campus .....	24
Arriving Before School Begins.....	25
Leaving After School Ends.....	25
Attendance Probation .....	25
STUDENT LIFE.....	25
Campus Ministry .....	25
Clubs and Organizations .....	27
Saint Mary's House System.....	27
STUDENT SERVICES.....	28
Computer and Internet Access.....	28
Counseling and Confidentiality.....	29
Field Trips and School-Sponsored Activities .....	29
Insurance .....	30
Lost and Found.....	30
Messages and Deliveries .....	30
Student Identification Cards (I.D.s).....	30
Textbooks .....	31
DISCIPLINE.....	31
Off-Campus Activities .....	31
Academic Honesty .....	32

Alcohol and Drugs.....	32
Backpacks.....	33
Buildings .....	33
Cell Phones.....	33
Destruction of Property and Vandalism .....	34
Disrespectful, Disruptive, or Insubordinate Conduct .....	34
Dress Code Violations .....	34
Parental Collaboration .....	34
Summons.....	35
Endangering or Threatening the Health and Safety of Others.....	35
Entertainment Devices .....	35
False Alarms .....	35
False Identification.....	35
Fighting.....	35
Food and Beverages.....	36
Forgery .....	36
Gambling.....	36
Graffiti .....	36
Gum .....	36
Hazing, Initiations, Bullying, Hurtful Behavior.....	36
Insubordination .....	36
Littering.....	36
Lockers (School and PE) .....	36
Neighborhoods and Jaywalking.....	37
Obscenity, Defamation, Profanity .....	37
Parking Violation.....	37
Public Display of Affection .....	37
Publication Distribution and Posting of Signs.....	38
Retaliation.....	38
Reverence at Religious Activities.....	38
Sexual Harassment and Inappropriate Behavior.....	38
Social Media.....	38
Theft.....	39
Tobacco.....	39
Trespassing.....	39
Violation of Civil or Criminal Statutes.....	39
Weapons.....	39
<b>DISCIPLINARY ACTIONS AND PROCEDURES .....</b>	<b>39</b>
Contacting Parents .....	40
Campus Detention .....	40
Friday Detention.....	40
Suspension .....	40
Contract or Probation .....	41
Withdrawal (Voluntary or Required) .....	41

Appeal Process.....	41
SEARCH AND SEIZURE.....	41
REASONABLE CONTACT .....	42
UNIFORM and DRESS CODE .....	42
Boys' Uniform and Dress Code.....	43
Girls' Uniform and Dress Code .....	45
Special Dress Code Guidelines.....	47
FINANCIAL MATTERS .....	49
Tuition Rates .....	49
Additional Costs and Fees .....	49
Payment Options .....	50
Financial Aid.....	50
Fundraising.....	51
Late Registration and Early Withdrawal .....	51
Financial Delinquency.....	51
GRIEVANCE and APPEAL PROCESS .....	52
SCHOOL PARENT ORGANIZATIONS .....	53
Advisory Board .....	53
Parent Service Organization.....	53
Athletic Booster Clubs.....	53
SCHOOL RECORDS .....	53
Access to Student Records .....	53
Birth Certificate.....	54
Immunizations Records .....	54
Transcripts .....	54
RESPONSIBILITY FOR PERSONAL BELONGINGS .....	54
TRANSPORTATION AND PARKING.....	54
Student Drop-Off and Pick-Up .....	54
Student Parking .....	55
USE OF STREETS AND PUBLIC TRANSIT .....	55
VISITORS .....	56
WELLNESS POLICY .....	57
DIOCESE OF PHOENIX CODE OF CONDUCT .....	58
LEGAL NOTIFICATION REGARDING ASBESTOS .....	59
DISCLOSURE AND ACKNOWLEDGMENT OF RISKS .....	60

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# **SAINT MARY'S**

## **CATHOLIC HIGH SCHOOL**

*"Pro Deo, Domo, et Patria"*

### **STUDENT-PARENT HANDBOOK 2021-2022**

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

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*Accredited by the Western Catholic Educational Association (WCEA) and AdvancED.  
This school is authorized under Federal law to enroll nonimmigrant alien students.*

### **INTRODUCTION**

This handbook contains the policies, practices, and regulations of Saint Mary's Catholic High School. Following the policies and procedures is an integral part of the school's smooth and successful operation. It is important that parents, guardians, and students read and understand the contents of this handbook. School personnel should be notified if there are questions regarding the school practices contained in it.

In addition to this handbook, students, parents, and guardians should understand that Saint Mary's staff, students, and parents and guardians are governed by the diocesan *Handbook of Policies and Regulations for Catholic Schools* and A.R.S. (Arizona Revised Statutes) related to the operation of the school.

Knights are expected to conduct themselves on and off campus, always and under all circumstances, in conformity with the norms of this handbook, diocesan policies, and A.R.S. (Arizona Revised Statutes) related to the operation of Saint Mary's Catholic High School. If a student chooses to act in a contrary manner to these policies, the student and his or her parents or guardians must be prepared to accept all consequences up to and including withdrawal from school. Parents or guardians who display and maintain a lack of support for the school's mission or personnel may be asked to withdraw their students from the school.

The president-rector and principal of Saint Mary's Catholic High School reserve the right to amend the handbook or waive a disciplinary regulation. *The handbook on the website is the most current version.*

## **MISSION STATEMENT**

*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.*

## **PHILOSOPHY**

Saint Mary's Catholic High School is a Roman Catholic, diocesan, co-educational, college preparatory institution serving metropolitan Phoenix. It is a centrally-located school whose primary focus is dedicated to the spiritual, academic, social and personal formation of each student, centered on the Gospel. A Saint Mary's education does more than merely prepare students for college and career; it invites them into a relationship with the living God who is Truth, Goodness, and Beauty. It does this by means of an active sacramental and prayer life on campus, a rigorous liberal arts curriculum, co-curricular activities that foster virtue and servant leadership, and most significantly, by the exemplary Christian witness of its faculty and staff. Saint Mary's curriculum imparts a distinctively Catholic worldview in all subjects and treats the world as a mysterious—yet orderly—beautiful, knowable place.

Through the study of our culture's great achievements and discoveries in mathematics, science, fine arts, and humanities, Saint Mary's invites students to raise their hearts and minds in wonder to God as He is revealed in nature and in Sacred Scripture and Church teachings. By all these means, Saint Mary's works to achieve the mission imparted to Catholic schools by Pius XI in his encyclical, *Divini Illius Magistri*, to prepare the child for "what he must be and for what he must do here on earth, in order to gain the sublime end for which he was created."

## **INTEGRAL STUDENT OUTCOMES (ISOs)**

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

1. Well-formed disciples of Jesus Christ who continually grow in their faith and courageously live it out.
2. Articulate defenders of Truth who can express themselves with thoroughness and charm.
3. Confident leaders capable of correctly and fundamentally understanding problems and prudently and justly resolving them.
4. Dutiful and generous contributors to the common good.
5. Responsible men and women who demonstrate self-mastery in conformity with teachings of the Church.

## SIX VIRTUES OF A KNIGHT

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

**Reverence:** Profound respect, awe, and love directed toward God. Knights demonstrate reverence by full, conscious and active participation at Mass; a serious attitude toward daily prayer; and an authentic openness to encountering Jesus in the daily life of the school.

**Studiousness:** *A disposition to diligence and the pursuit of knowledge* (Catholic Encyclopedia). Knights demonstrate studiousness by actively seeking in their studies the true, the good, and the beautiful; consistently giving full effort to their schoolwork; and developing an understanding that this pursuit is a matter of moral obligation.

**Obedience:** *The assent to rightful authority without hesitation or resistance* (Education in Virtue). Knights demonstrate obedience by being open to formation; recognizing that rules are made for their good; and accepting consequences with docility.

**Respect:** *The recognition of the dignity of all human persons.* Knights demonstrate respect by speaking charitably to and about others; being a good steward of the campus; and treating their peers and property with justice.

**Courtesy:** *A polite, well-mannered demeanor in interactions with others.* Knights demonstrate courtesy by controlling their passions; putting the needs of others ahead of their own; and developing a spirit of service.

**Loyalty:** *Steadfastness and fidelity to God, family, country, and school.* Knights demonstrate loyalty by upholding the teachings of the Church, honoring the sacrifices made on their behalf; and acting in the best interest of the school. “Once a Knight, Always a Knight!”

## BELL SCHEDULES

### Daily Study Halls

Zero Hour: 7:15–7:55 a.m. &  
8th Hour: 2:55–3:35 p.m.

### Mondays, Tuesdays, and Thursdays

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

### Wednesday (House Mass/Activity)

7:30–7:55 a.m. Teacher-Student Period  
8:00–8:45 a.m. Period 1 (Prayer, Pledge, and Announcements)  
8:50–9:30 a.m. Period 2  
9:35–10:10 a.m. House Time  
10:10–10:20 a.m. Break  
10:25–11:05 a.m. Period 3  
11:10–11:50 a.m. Period 4  
11:50 a.m.–12:25 p.m. Lunch  
12:30–1:15 p.m. Period 5 (Daily Examen and Angelus)  
1:20–2:00 p.m. Period 6  
2:05–2:45 p.m. Period 7

### Friday (With Assembly)

7:30–7:55 a.m. Teacher-Student Period  
8:00–8:35 a.m. Period 1 (Prayer, Pledge, and Announcements)  
8:40–9:10 a.m. Period 2  
9:15–9:45 a.m. Period 3  
9:50–10:20 a.m. Period 4  
10:20–10:30 a.m. Break  
10:35–11:05 a.m. Period 5  
11:10–11:40 a.m. Period 6  
11:45 a.m.–12:20 p.m. Period 7 (Daily Examen and Angelus)  
12:20–12:45 p.m. Lunch  
12:50–1:10 p.m. Assembly

## **Friday (Without Assembly)**

7:30–7:55 a.m.	Teacher-Student Period
8:00–8:40 a.m.	Period 1 (Prayer/Pledge/Announcements)
8:45–9:20 a.m.	Period 2
9:25–10:00 a.m.	Period 3
10:05–10:40 a.m.	Period 4
10:40–11:05 a.m.	Lunch
11:10–11:45 a.m.	Period 5
11:50 a.m.–12:30 p.m.	Period 6 (Daily Examen and Angelus)
12:35–1:10 p.m.	Period 7

## **Mass Schedule**

7:30–7:55 a.m.	Teacher-Student Period
8:00–8:10 a.m.	Period 1 (Prayer, Pledge, and Announcements)
8:10–9:10 a.m.	Mass
9:10–9:25 a.m.	Break
9:30–10:05 a.m.	Period 1
10:10–10:45 a.m.	Period 2
10:50–11:25 a.m.	Period 3
11:30 a.m.–12:05 p.m.	Period 4
12:05–12:35 p.m.	Lunch
12:40–1:20 p.m.	Period 5 (Daily Examen and Angelus)
1:25–2:00 p.m.	Period 6
2:05–2:45 p.m.	Period 7

## **Final Examination Schedule**

Final exams will be administered by subject and not by period. Following is the schedule for each of the three days of final exams.

8:25 a.m.	First Bell
8:30–10:05 a.m.	Final Exams
10:05–10:35 a.m.	Break
10:40 a.m.–12:10 p.m.	Final Exams

## ACADEMIC MATTERS

*“...you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.”*

—Mark 12:30

### Student Responsibilities

Studying is the vocation of students. Bakers bake, teachers teach, students study. And, just as the goal of a baker is not merely baking, but baking *well*, the goal of every student is not merely to study, but to study *well*. Thus, in order to do their work well, students at Saint Mary's Catholic High School have certain academic responsibilities. These are listed below.

#### Before Class

- Prepare for class. Read and annotate your assignments; do your homework.
- Get a good night's sleep and eat a good breakfast.
- Bring what you need for your class: your textbook, your completed homework, a pencil or black or blue pen, loose-leaf paper, and your planner. You may not be able to go to your locker during passing period. Plan accordingly.
- Use the restroom.

#### In Class

- Upon entering, greet your teacher, take your seat, and start on your bell work.
- Contribute to the class conversation by asking appropriate questions, listening, and taking notes.
- Exercise self-discipline and show consideration of others. Do not be a distraction to others by behaving poorly or dominating the conversation.
- Write down your assignments in this planner.

#### After Class

- Complete all academic work as assigned, neatly and with pride.
- Seek help when needed. Meet with teachers during the teacher-student period (7:30 a.m. daily) or during their office hours, before or after school.
- Take advantage of the National Honor Society's peer tutoring at 7:30 a.m. daily in the College Room.
- Study by reviewing your notes from class and reading with a pencil in hand.

#### Always

- Do your best. “Whatever your task, work heartily, as serving the Lord and not men . . .” —Colossians 3:23

## **Teacher-Student Period**

The teacher-student period occurs each school day 7:30–7:55 a.m. This time is usually a voluntary opportunity for students to get assistance from their teachers; however, a teacher may require a student to attend one or more teacher-student periods or to come for help after school if a student is not making adequate progress in class or habitually fails to turn in homework. Under these circumstances, the teacher-student period or after-school appointment would be **mandatory** and would take precedence over any athletic or co-curricular activity, just as an after-school detention would. Failure to attend will result in consequences from the teacher or administration, including, but not limited to, after-school detention.

Students should make prior arrangements with the teacher if they plan to make up tests or quizzes during this time.

## **Grades**

Grades are assigned in each class to indicate briefly the character of a student's work. Grades are not the goal of learning, but rather the goal is the academic formation of the student. Two students with the same letter grade might approach the subject very differently. Therefore, parents and teachers should find opportunities to discuss the character of the student's performance. To this end, teachers will periodically offer comments on grade reports to aid parents in knowing and advising their child as a learner.

### **Parent-Teacher Nights**

To facilitate dialogue between parents and faculty, Saint Mary's administration and faculty will host two Parent-Teacher Nights in October and March. The event is held in the gymnasium, 4–6 p.m. Dates are posted on the Master Calendar, which can be found on our website.

### **PowerSchool Online Student Grades**

Parents are encouraged to monitor the homework, quiz, test, and project grades for their students on a weekly basis using PowerSchool's online grade check. Parents should address questions or concerns about particular grades directly to the teacher before reaching out to guidance counselors or an administrator. PowerSchool makes it easy for parents to email teachers if there is ever a concern.

Information regarding how to access PowerSchool is provided at the beginning of the school year. If assistance is needed with the password or PowerSchool process, contact the school's receptionist or registrar.

### **Report Cards & Student Progress**

All report cards, mid-term reports, and formal progress reports are emailed to parents at the end of each semester and at scheduled times. Printed reports are distributed directly to students during their seventh

period class. Hard copies of report cards for parents are available upon request. Report distribution dates are posted here and on the Master Calendar, which can be found on the website: [www.smknights.org](http://www.smknights.org).

## 2021–2022 Grade Report Dates

S1	S2
September 8 (Progress Report, P1)	February 2 (Progress Report, P5)
October 13 (Mid-Term Report Card, P2)	March 9 (Mid-Term Report, P6)
October 20 (Parent-Teacher Night)	March 16 (Parent-Teacher Night)
November 17 (Progress Report, P3)	April 13 (Progress Report, P7)
January 5 (Semester 1 Report Cards, S1)	June 1 (Semester 2 Report Cards, S2)

### Grading Policy

Grades range from an A to an F (no A+ grade exists). 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. Progress Reports are used to inform parents of academic progress; to determine eligibility for participation in interscholastic activities and athletics; and to implement and follow-up on Academic Probation. (See the **Academic Probation** and **Eligibility** sections of this handbook.)

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 the calculation of the student's grade point average (GPA).

### Grade Point Average (GPA)

Courses offered in the high school curriculum shall be awarded grade points on a 4.0 grade point scale for traditional education courses, a 4.5 grade point scale for honors courses, and a 5.0 grade point scale for Advanced Placement and Dual Enrollment courses. Transfer student credit for weighted courses shall be given for Advanced Placement (AP), Dual Enrollment (DE), and honors courses according to the grading scale used by Saint Mary's Catholic High School.

## Grading Scale

<b>Grade</b>	<b>% Points</b>	<b>GPA Points</b>		
		<i>Traditional</i>	<i>Honors</i>	<i>AP/DE</i>
<b>A</b>	93–100	4.000	4.500	5.000
<b>A-</b>	90–92	3.667	4.167	4.667
<b>B+</b>	87–89	3.333	3.833	4.333
<b>B</b>	83–86	3.000	3.500	4.000
<b>B-</b>	80–82	2.667	3.167	3.667
<b>C+</b>	77–79	2.333	2.833	3.333
<b>C</b>	73–76	2.000	2.500	3.000
<b>C-</b>	70–72	1.667	2.167	2.667
<b>D+</b>	67–69	1.333	1.833	2.333
<b>D</b>	63–66	1.000	1.500	2.000
<b>D-</b>	60–62	0.667	1.167	1.667
<b>F</b>	0–59	0.000	0.000	0.000

### Semester Examinations

Semester finals are given at the end of the first and second semesters. All students are required to take a cumulative semester exam in each of their classes. The semester exam counts for 20 percent of the semester grade.

Students will not be permitted to take semester examinations or register for the following semester until all financial obligations have been met.  
(Diocesan Policy 3-1.5.02G)

No student will be allowed to take semester exams early without the written permission of the Principal or Assistant Principal. This permission will only be given for emergency cases. A form for this request is available from the student's guidance counselor.

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

## **Guidance Department**

Every Saint Mary's student has a guidance counselor. The duties of these counselors are to help students select their courses, interpret academic achievement tests, and monitor student performance. The counselors help with college and career choices, assist students with personal issues, make referrals when appropriate, and encourage students to achieve their fullest potential. Each counselor also serves as a contact person for parents and can answer questions about general academic matters. Guidance counselors, however, do not provide therapy for students.

## **Courses**

Saint Mary's offers a wide variety of courses to meet student needs. Students may be enrolled in regular, honors, Dual Enrollment, or Advanced Placement courses.

### Honors Course Placement

Students are placed into honors courses based upon teacher recommendations, performance in previous courses, and class size. Generally, entrance into honors level courses requires the approval of the guidance counselor and a teacher's recommendation. Students who display curiosity, hard work, active engagement in class, and intellectual aptitude are considered for honors placement. Students who do not continue to demonstrate these traits may lose their honors placement. Students who earn a D+ or below in an honors class or a C+ and below in a regular class will not be considered for honors placement.

### Advanced Placement /Dual Enrollment Classes

Advanced Placement and Dual Enrollment courses provide students with the opportunity to get a feel for the rigors of college level studies while they still have the support of the high school environment. Students who successfully complete these courses and exams are demonstrating to college admission officers that they have sought out an academic experience that will prepare them for success in college and beyond. Most two- and four-year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores (usually a 4 or 5) for credit, advanced college placement, or both.

Saint Mary's offers Dual Enrollment courses through Colorado Christian University (CCU) or Advanced Placement courses. The courses are taught on our campus by Saint Mary's teachers. The following courses are offered:

Seat of Wisdom 7-8 DE (ENG 102)  
College Calculus I (AP Calculus AB)  
College Calculus II (AP Calculus BC)  
College Biology (AP Biology)  
College Chemistry (AP Chemistry)  
College Physics (AP Physics)  
AP Spanish Language 1-2 (AP Spanish Language and Culture)

By earning a C or better in a Dual Enrollment course, students receive both high school and college credit. Transferability of Dual Enrollment college credit(s) is ultimately determined by the university to which one is applying. *It is the student's responsibility to make sure these credits will be accepted at the university he or she hopes to attend.*

Each of Arizona's public universities and Grand Canyon University accept CCU transfer credits. A complete list of institutions accepting credits is available at CCU's website.

Enrollment in these programs requires payment of additional college registration, test, and/or tuition fees.

Note: Students may not take a Dual Enrollment course off campus during the high school academic year (including summer) for a course that is required to be taken at Saint Mary's.

#### Course Selection and Changes

Guidance counselors work with students and their parents in requesting and scheduling courses. The master schedule is built using student's course requests. Students choose courses, not teachers or sections. Hence, changes to course requests at the beginning of the year may not be granted. Any changes to course selections and schedules must be approved by the student's guidance counselor and at least one of the student's parents/guardians. Additionally, changes must be made within the first five school days of the semester. After this time period, any course selection changes will only occur for extreme emergencies and will require the approval of the Assistant Principal of Curriculum and Instruction.

#### Course Level Changes

A student, parent/guardian, or staff member may make a request for a course level change from an honors course to a regular course during a semester (example: making a course level change from Seat of Wisdom 3-4 to Seat of Wisdom 3-4 Honors).

A request for this type of course change must be submitted as a proposal in writing. The proposal must be confirmed by the student, exiting class teacher, receiving class teacher, guidance counselor, and the Assistant Principal of Curriculum and Instruction. Course level changes out of honors level courses are generally not granted except in serious circumstances.

The grade percentage of the student at the time of the level change from the exiting class shall be transferred directly to the receiving class with no modifications. The percentage from the exiting class shall be averaged with the average earned in the receiving class for the remainder of that semester. Honors and/or advanced GPA points will not be given when a

student transfers out of an honors or advanced course. The grade point average (GPA) used for that class for that semester will be based on where the *receiving* class is listed on the GPA scale.

### Off Campus Courses

Students taking classes off campus or online during the school year or summer break must receive prior approval from the student's guidance counselor in order for these classes to satisfy Saint Mary's graduation requirements. Students must receive at least a C- to earn credit for online coursework.

### Retaking a Course

The following courses are approved as retake courses at Saint Mary's, when approved by the instructor for skill-building purposes: Yearbook, Boys Weight Training, and Girls Weight Training. These courses and the corresponding grades and credit will be posted on the student transcript.

Students may retake other courses at other schools in order to earn a higher grade in the course to improve their opportunity for college admissions. However, the course being repeated may only count once for credit in the total number of high school credits required for graduation. The retake course will be listed on a student's transcript and marked as such. Students who have earned top grades at Saint Mary's in their core courses without retaking those courses at other schools or online will be the students considered for valedictorian and salutatorian honors.

When a student fails a core course at Saint Mary's, he or she is required to retake that course the next time it is offered at Saint Mary's. The retake grade will be posted as the final grade for the course on the student's transcript, but the original F grade remains on the transcript and is included in the GPA calculation.

## **Academic Recognition**

### Honor Roll

At the end of each quarter and semester, students earn recognition for being on the Honor Roll. Honors recognition occurs for a student with a weighted GPA of 3.75 or higher for that respective quarter or semester.

Note: A student with a grade of D or F will not be placed on the Honor Roll, regardless of GPA.

### Principal's Honor Roll

Saint Mary's Catholic High School recognizes students who demonstrate exemplary scholastic achievement by including them in the Principal's Honor Roll. The goal of the program is to provide motivation, incentive, and reward for students who achieve high standards of academic success.

Students with a 3.75 cumulative weighted GPA, or higher, with a good disciplinary record, and who excel in the areas of scholarship, leadership, service, and character will be on the list.

### Honor Board

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

Honor Board members must maintain their GPA and high disciplinary standing through their senior year to receive the honor cord for recognition at commencement.

### Honor Cord

Seniors may be selected to be an honor cord honoree at commencement. To be recognized for this honor, a senior must have achieved a cumulative weighted GPA of 3.75 or higher by the end of his or her *seventh* semester (end of first semester of senior year) of high school and maintain their GPA to the end of their senior year. A student must be in good disciplinary standing to receive this honor.

**NOTE FOR TRANSFER STUDENTS:** Transfer students must attend Saint Mary's from the beginning of their junior year through their senior year to qualify for valedictorian and salutatorian awards. Transfer students become eligible for an Honor Cord after posting semester grades at Saint Mary's. Students may contact a guidance counselor or an administrator for additional information. A transfer student who has taken courses at another school that had been recognized with a weighted GPA may transfer the weighted GPA for those courses if they also receive a weighted GPA at Saint Mary's. All other courses will receive un-weighted GPA points.

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

## **Academic Deficiencies**

Students must make up academic deficiencies before the start of the following academic year by following the remediation plan developed by the school.

Except in extraordinarily rare circumstances, deficiencies in core courses (theology, fine arts, English, mathematics, social studies, and science)

must be made up at Saint Mary's. This can happen either during Saint Mary's summer school (if the course is being offered), or during the school year. Core classes that are repeated during the school year have priority over elective classes and will "bump" them from a student's schedule.

Elective deficiencies may be remedied by attending summer school, taking online courses, or, in some cases, through a directed or independent study program under the supervision of a member of the faculty. Students wishing to enroll in courses outside of Saint Mary's must receive approval from their guidance counselor.

Students are responsible for keeping their credits up to date, and for providing official transcripts of completed non-Saint Mary's courses to the registrar as soon as official completion of the course.

## **Academic Probation**

Students with a credit deficiency, an F in any class, or a GPA of 1.667 or lower at the Mid-Term or Semester Report will be placed on Academic Probation. Such students will be placed on an individualized Academic Contract developed by their guidance counselor. Students will be taken off probation at the mid-term or semester report or after they meet the terms of their contract.

The Academic Contract may require a student to attend the morning Teacher-Student period, seek peer tutoring, attend before or after-school academic study hall, and/or meet with teachers during office hours. A student who does not cooperate with the strategies outlined in the contract may be asked to leave Saint Mary's.

## **Academic Eligibility**

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. If eligibility is lost, it may be regained at a subsequent scheduled eligibility check if the student meets the minimum requirements.

During the ineligible period, student-athletes may try out for a sport that begins in the following grading period, but they may not suit up, play with the team, or miss any class time, until they meet the academic standards at a scheduled eligibility check. Students who are involved in other co-curricular activities and who become ineligible may not attend field trips, miss class time, or participate in performances until they regain eligibility.

A student who has a credit deficiency must make up the credit deficiency before the start of the next school year in order to be eligible for sports or co-curricular activities. Students must complete and pass a course here at Saint Mary's or submit official transcripts from approved online classes indicating a grade of a C- or above. The registrar must receive these official transcripts by the first day of school. If they are not submitted, the student will be ineligible until the official transcripts are received. When official transcripts are received, the registrar will notify the Athletic Department of all verified grade changes, who will in turn notify coaches of a change in eligibility status.

#### Frequency of Eligibility Checks

Eligibility checks for participation in interscholastic athletics and co-curricular activities will be performed on the dates listed below and are generally on Wednesdays. Eligibility checks are based upon the current semester grade or at the beginning of the semester, upon the final grade for the previous semester.

#### 2021-2022 Eligibility Check Dates

S1	S2
September 8 (Progress Report - P1)	February 2 (Progress Report - P5)
September 22 (P2)	February 16 (P6)
October 6 (P2)	March 2 (P6)
October 20 (Parent Teacher Night - P3)	March 16 (Parent Teacher Night - P7)
November 3 (P3)	March 30 (P7)
November 17 (Progress Report - P3)	April 13 (Progress Report - P7)
December 1 (P4)	May 4 (P8)
December 15 (P4)	May 18 (P8)
January 5 (Semester 1 Report Cards - S1)	June 1 (Semester 2 Report Cards - S2)



## **Graduation Requirements**

### Academic Requirements

The Saint Mary's academic program requires a student to earn 28 credits in order to graduate. The table below lists the Saint Mary's graduation requirements:

<b>CONTENT AREA</b>	<b>CREDITS</b>
Theology	4
American History and Literature	2
World History/Geography and Literature	2
Ancient History and Literature	2
Literature/Government and Economics	2
Mathematics	4
Science	3
P.E./Health	.5
Electives	4
World Languages	2
Speech & Rhetoric	1
Fine Arts	1.5*
<b>Total:</b>	<b>28</b>

\*Classes graduating before the class of 2024 will only be required to take 1.0 credits of Fine Arts, and also will be required to take .5 credits of Grammar and Composition.

### Commencement Ceremony Exercises

To participate in the commencement ceremony of Saint Mary's Catholic High School, a student must fulfill all academic requirements, satisfy financial obligations (including the graduation fee which is due in the student's senior year), 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 or she is not denied a diploma) for reasonable cause as determined by the principal in consultation with the superintendent of schools.

Seniors are required to strictly adhere to dress code requirements associated with the commencement ceremony. Only the school approved and provided cap and gown, National Honor Society sash, honor cords, corsage, and boutonniere may be worn. No additional sashes, flowers, or adornments may be added.

## **ATHLETICS**

Saint Mary's Catholic High School is a member of the Arizona Interscholastic Association (AIA). Girls' and boys' sports programs compete at the 4A level. In addition to this student handbook, student-athletes must observe the regulations in the current editions of the *AIA Handbook* and the *Saint Mary's Catholic High School Athletic Handbook*. Parents or guardians of a student-athlete and the student-athlete need to sign and agree to abide by the contents of the *Saint Mary's Catholic High School Athletic Handbook*. This handbook is available in the main office.

Before participating in any sport, a student-athlete must be academically eligible, pass an annual physical exam given by a doctor, file the proper AIA physical form with the main office, provide a copy of his or 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**

Saint Mary's Boys' Sports: football, basketball, baseball, soccer, swimming, golf, tennis, volleyball, cross country, track and field

Saint Mary's Girls' Sports: volleyball, softball, basketball, soccer, swimming, golf, tennis, cross country, track and field, and spirit line

### **Eligibility**

To participate in interscholastic athletics, students must maintain academic eligibility. If eligibility is lost, it may be regained at a subsequent scheduled eligibility check provided that the student meets the minimum requirements.

During the ineligible period, student-athletes may try out for a sport that begins in the following grading period, but they may not suit up, play with the team, or miss any class time until they regain eligibility.

See also **Academic Eligibility**.

### **AIA Tuition Assistance Guidelines**

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

## **ATTENDANCE**

Regular attendance and prompt arrival to school and class are essential to a student's success at Saint Mary's. Numerous absences are destructive to the student's and the school's morale. Students are expected to strive to be self-disciplined in all areas, including attendance.

### **Absences**

To report a student absence, parents must call the school attendance line (602-251-2501) before 9 a.m. on the day of the absence. When calling, leave a message indicating the name of the person calling, the student's full name, the reason for the absence, and whether the student will be absent for more than one day.

If a parent does not inform the school of a student's absence by 9 a.m. the absence is considered unexcused. Saint Mary's reserves the right to count absences as unexcused regardless of the reason. See **Unexcused Absences**.

Work that was due on the day of an absence is due upon return. For work assigned during an excused absence, students will be given one day to make up the work for each day they were absent. Students who miss review or work sessions prior to an exam or major assignment due date may not be granted an extension and should expect to take the exam or submit their work upon returning to class.

Students who are absent on the day of a major assignment (essay, lab report, project, etc.) or exam should be prepared to submit the work or take the exam when they return. Please refer to the teacher's syllabus for specific guidelines related to make-up work.

Students who are absent from school or who attend fewer than four (4) full class periods may not attend or participate in any outside-of-school co-curricular activities (school dances, athletic contests and practices, club meetings, fine arts performances and practices, field trips, etc.) on that day.

### **Planned Absences**

Planned absences of three (3) days or greater must be approved by school administration in advance. Planned Absence Forms may be obtained from the Front Office. Parents and guardians are strongly encouraged to schedule appointments, vacations, and other voluntary absences outside of school time.

## **Early Departure**

Calling a student from class is highly disruptive to teachers and the other students. If a student will be picked up or released before the end of the school day, parents or guardians should notify the school in advance so a pass may be issued. Students will not be called from class during the first ten minutes or last ten minutes of a class period.

## **Unexcused Absences**

An unexcused absence occurs when a student's absence is not accounted for by a telephone call by 9 a.m., or when a student is determined to be truant (leaving or attempting to leave campus without proper permission). Unexcused absences will result in detentions. For unexcused absences, students will be required to make up all assessments and work; they will, however, only earn 50 percent of the point value or grade for that work.

## **Excessive Absences**

Students who miss more than five (5) days of a course in half of a semester for any reason other than school-sponsored events and athletics may be placed on Attendance Probation, *regardless of the grade being earned in the course*. In order for the school to determine if Attendance Probation is warranted, the school may ask parents to write a letter explaining their child's absences. Once a student has exceeded the limit of five (5) absences, the school may consider any additional absences as unexcused and apply the related consequences. The school reserves the right to limit school-related absences for students. Please see **Attendance Probation**.

## **Ten Consecutive Unexcused Days of Absence**

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

## **Late to School (LTS)**

Students arriving on campus after the start of first period (8 a.m.) or, if required, after the start of study hall (7:15 a.m.) are considered late to school (LTS) and must get a late pass from the Front Office before being admitted to class. Saint Mary's makes a distinction between cases of excused and unexcused late to schools. Excused late to schools are planned late to schools (e.g., a doctor's appointment). For a late to school to be excused, parents must provide their child with a signed note, or walk them into the Front Office. Verification for excused LTS may be required. Unexcused late to schools include student oversleeping, transportation problems, or traffic. Any student more than 20 minutes late to school will be considered absent and marked absent for the affected periods.

Students are limited to two excused LTS and two unexcused LTS each half semester. After a student has reached two excused LTS, any subsequent LTS will be considered unexcused. On the third occasion that a student has an unexcused LTS in a half a semester, a detention will be issued to the student. Continued excessive LTS over the year will result in further consequences, including attendance probation.

## **Tardiness**

With a five-minute passing period between classes, tardiness during the school day is seldom excusable. A student arriving late to any class after first period (periods 2-7) will be considered tardy. After ten minutes, the tardy becomes an unexcused absence. Students are limited to three (3) tardies in a half semester. Subsequent tardies will result in after-school detention.

## **Study Hall Attendance**

Study Hall is an extension of the student's regular day and the same attendance policies therefore apply. Students with an unexcused study hall absence will be referred for disciplinary action.

## **Chronic Illness**

Parents or guardians who anticipate their student having an excessive number of absences due to chronic illness must complete a "Chronic Illness" form and file it with the school. This form is available from the Front Office.

## **Illness During the School Day**

Students who become ill during the school day must report to the nurse or the Front Office (in the absence of the nurse). Parents will be called if necessary. No student may leave campus without permission from the nurse or Front Office staff.

## **Closed Campus**

After arriving, students may not leave campus without permission from their parent and after signing out with the Front Office. Additionally, students may not go to their vehicles for any reason during the school day, including break or lunch, without the prior approval of Front Office staff.

Parents may not excuse students to leave campus on their own for lunch. Parents may, however, come to the school and sign their own child out and accompany him or her off-campus for lunch. Parents who do so must then accompany their child back to school and sign him or her in at the office.

## **Arriving Before School Begins**

Campus opens at 7 a.m. Students arriving between 7–7:30 a.m. must be in the cafeteria, library, or courtyard only. Beginning at 7:30 a.m., students may go to classrooms to attend teacher-student period. Students may not loiter in hallways, beside lockers, or in classrooms before the start of school. They may, however, go briefly to their lockers if they need to pick up materials, but must immediately return outside or to the cafeteria or library for quiet study and reading.

## **Leaving After School Ends**

The campus closes at 3:15 p.m. on Monday through Thursday and 1:30 p.m. on Friday. Students are only allowed to be on campus if they are in a supervised school-sponsored activity, in the library, available Monday–Thursday, 3–5 p.m., or in study hall Monday–Thursday, 2:55–3:35 p.m. The school expects families to pick-up students by 5 p.m. (Monday–Thursday) and 1:30 p.m. (Friday). In the case of delayed transportation after this time, students must wait for rides in the courtyard by the front gate.

## **Attendance Probation**

Students who continually or flagrantly violate attendance policies without documented chronic illnesses will be placed on attendance probation, immediately or for the following semester. This probationary period is designed for students to rededicate themselves to following school attendance policies. Consequences for students who are placed on attendance probation may include exclusion from participation in school dances, field trips, sports, and other extra-curricular activities. Any student who is placed on attendance probation two or more times may be asked to withdraw from the school.

# **STUDENT LIFE**

## **Campus Ministry**

The role of campus ministry is primarily to provide for the pastoral care of the school community by offering each person on campus an opportunity to encounter Jesus Christ and the love of God the Father in an authentic way.

The Holy Eucharist is the source and summit of life at Saint Mary's Catholic High School. Daily Mass is celebrated in the school chapel every morning at 7:15 a.m. and Monday through Thursday during lunch. Once a month, the entire student body attends Mass in the gym. All members of the school community are invited to join with us for Mass. There is also a yearly Eucharistic procession through campus concluding with all school adoration in the gymnasium.

On the first Friday of each month, students have the opportunity to receive the Sacrament of Reconciliation and to adore the Blessed Sacrament. The Blessed Sacrament is exposed in the chapel from 8 a.m.-1 p.m. Adoration is open to the entire school community. The Sacrament of Reconciliation is also available at lunchtime.

In addition to the monthly opportunities for reconciliation there is a school-wide reconciliation service during Advent and Lent. Students are encouraged to seek a priest for the Sacrament of Reconciliation as often as needed outside of the regularly scheduled confession times.

There are many retreat and formation opportunities provided for the students throughout the school year. All classes have a retreat day each year. Sophomores can participate in the annual mission trip to St. Anne's Mission in Klagetoh, AZ, while juniors and seniors are able to participate in one of two annual Kairos retreats. Upperclassmen can take part in the pilgrimages to Washington, D.C. and San Francisco for the March for Life and Walk for Life. Finally, student Bible studies are offered periodically and open to all.

### Christian Service

*"Do you know what I have done to you? You call me Teacher and Lord; and you are right, for so I am. If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have given you an example, that you also should do as I have done to you." (John 13:12-15).*

Participation in Christian service is an integral part of the life of a Saint Mary's student. Each student is asked to go beyond simply doing good works for the sake of the works themselves and learn to respond to the needs of others with true mercy and charity as their guide, becoming aware of their responsibility to serve those in need.

Jesus' example shows us that service is born out of love and not simply out of obligation. It is our hope that students will come to serve God and others out of love for Jesus Christ.

Christian service comprises both corporal and spiritual works of mercy. The Corporal Works of Mercy are to feed the hungry, give drink to the thirsty, clothe the naked, shelter the homeless, visit the sick, ransom the captive, and bury the dead. The Spiritual Works of Mercy are to instruct the ignorant, counsel the doubtful, admonish sinners, bear wrongs patiently, forgive offenses willingly, comfort the afflicted, and pray for the living and the dead. Many opportunities exist throughout the school year to perform works of mercy and make life more pleasant and meaningful for others.

Each House, sports team, and club is required to do one service project each year, where all members participate. Student leaders of these groups are expected to demonstrate leadership and initiative by organizing projects that benefit their local community or Saint Mary's. Ideally, the service project is related to the charism, nature, or interest of the group. A list of service opportunities at parishes, in the community, and at school will be posted in the Campus Ministry Room.

Additionally, students will also be given opportunities to participate in service projects such as class retreats and mission trips offered throughout the year.

## **Clubs and Organizations**

Saint Mary's charters many co-curricular groups which are overseen by the school's club moderator. Some of our long-standing clubs include:

Ambassadors	Columbian Squires
Art	Drama
Band	Knights of Mercy
Choir	National Honor Society
Chemistry	Youth 4 Life Club

### **Eligibility**

To participate in (non-graded) co-curricular activities, students must maintain academic eligibility. Students who are involved in co-curricular activities and become ineligible may not attend field trips, miss class time, or participate in performances until they regain eligibility.

See also **Academic Eligibility**.

## **Saint Mary's House System**

The primary objective of the House System at Saint Mary's Catholic High School is to further our mission and enriching our culture by building authentic community with our students, parents, staff, and alumni. The House System provides a vehicle for strong bonds between all members of the school community, promotes the development of relationships, both personal and collegial, and enables a more complete development of each student's leadership skills.

## Overview of the Saint Mary's Catholic High School House System

- Saint Mary's Catholic High School has six houses, which are named after the six saints featured in our Saint Mary's Mural: Saint Thomas Aquinas, Saint Agnes, Saint Junípero Serra, Saint Catherine of Siena, Saint John Paul II, and Saint Francis.
- Each student will be a member of the same house for all four years of high school, and beyond. There are approximately 85 students in each house.
- Siblings are assigned to the same house, though different rooms.
- Each house is divided into five rooms. Each room includes approximately 18 to 20 students.
- Each house is headed by a dean, a faculty member chosen by the administration.
- Each room is headed by a teacher leader, the room mentor.
- Each house has two student leaders, the senators, who are elected by each house.
- Each room has four student leaders, the room council, who are elected by each room.

## **STUDENT SERVICES**

### **Computer and Internet Access**

#### Conditions and Rules of Use

Access to the Internet through the school's computer system is a privilege, and not a right. Accordingly, failure to comply with the following conditions will result in the cancellation of the computer and Internet privileges on our campus:

1. Use of a Saint Mary's computer network account must be in support of education and research consistent with the Mission, Philosophy, and Integral Student Outcomes of the school.
2. Under no circumstances is a student to use another person's credentials to log in to the network without receiving prior permission. The seriousness of this type of infraction may result in the student being withdrawn from school.

3. Student must abide—on and off campus—by the generally accepted rules of network etiquette and ethics at all times. Activity deemed unacceptable, inappropriate, or illegal by the school or the State of Arizona is prohibited. Such activity may include but is not limited to the following:
  - Using obscene or profane language
  - Harassing, insulting, or bullying
  - Intentional downloading, displaying, or sending pornographic, racist, or otherwise offensive material, threatening or obscene material
  - Violating copyright laws or transmitting materials in violation of any United States or state organization or law
  - Damaging computers, computer systems, or networks (includes, but is not limited to: modifying single workstation control panel settings, installing—or attempting to install—software without expressed permission from appropriate authorities, and changing hardware or network configuration settings for computers or printers)
  - Using another users' password to access network resources
  - Reviewing, modifying, or displaying information from the files of administrative systems of the school or other organizations or intentionally wasting limited resources
  - Using computer systems for commercial purposes
  - Using the network in any way that could disrupt the system or its use by others
  - Downloading or installing any commercial software, shareware, or freeware onto computers, or network drives
  - Using or revealing the last name, personal address, or phone number of faculty, staff, administration, or fellow students

## **Counseling and Confidentiality**

Students in diocesan schools must understand the importance of their decision as it relates to sexual behavior or drug or alcohol use, possession, or distribution. When any information regarding sexual behavior or the use, possession, or distribution of drugs or alcohol by a diocesan student becomes known by any diocesan staff member, that information will be shared with the parents or guardians of the student.

## **Field Trips and School-Sponsored Activities**

All permission forms and transportation forms (if needed) must be completed and returned to the school prior to participation in a field trip or school-sponsored activity requiring these forms. Students and their parents or guardians are responsible to communicate directly with the staff member responsible for the field trip or school-sponsored activity if they have any questions related to the forms or the event. Unless otherwise indicated, the appropriate dress for all activities is the school uniform.

## **Insurance**

Insurance exists for students as a supplement to the insurance that parents or guardians possess individually. The insurance exists at no additional cost to the student and his or her parents or 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 or guardians are responsible for reporting any injuries to the school nurse, athletic director, or main office staff to receive the insurance forms that must be completed.

## **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 Front Office. Saint Mary's donates to charity unclaimed items at the end of each quarter.

## **Messages and Deliveries**

No student will be called from class to accept a telephone call or message. If there is an emergency, please call the Front Office for proper action to be taken. If a student receives gifts from family or friends while at school, they must be taken to the Front Office to be stored until the end of the school day.

Students may not order food and have it delivered to school at any time. Parents or guardians who bring lunch to their children should label it clearly with the first and last name and leave it on the designated table in the Front Office.

## **Student Identification Cards (I.D.s)**

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

Students should report lost or stolen cards to the Dean's Office. The cost for replacement is \$1. 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.

## **Textbooks**

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.

## **DISCIPLINE**

Saint Mary's Catholic High School strives to create an environment where students can grow spiritually, academically, socially, and personally. Discipline plays an important role in creating this environment. Saint Mary's students are expected to conduct themselves according to the Mission, Philosophy, and guidelines as stated in this handbook at all times, on or off campus, in-person or when using the Internet or social media.

## **Off-Campus Activities**

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

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

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

## **Academic Honesty**

Students shall not use or attempt to use the academic work or research of another individual or organization and represent that work as their own. This includes the use of translation programs, uncited secondary sources, *CliffsNotes*, *SparkNotes*, etc. Students who provide other students with their academic work will also be in violation of our Academic Honesty Policy.

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

## **Alcohol and Drugs**

Under no circumstances are Saint Mary's students allowed to possess, use, distribute; or, in any way encourage the use of illegal drugs or alcohol, either on or off campus. Behavior of this kind is antithetical to the mission of Saint Mary's Catholic High School. By its very nature, it opposes the virtues of temperance, prudence, and justice. In many cases, it is also indicative of a lack of courage in the character of the offending student. Violation of the above will result in disciplinary action, which may include one or more of the following:

- Being placed on a student behavioral contract,
- Suspension,
- Drug testing,
- Participation in a mandatory alcohol or drug rehabilitation program, or
- Required withdrawal from the school.

If Saint Mary's has reasonable suspicion that a student may have used alcohol or drugs recently, that student will be suspended from school and must complete an alcohol or drug test within 24 hours of the incident, at the expense of the parent. Once the test results are sent to the school, consequences will be finalized. Diluted tests results will be considered a

positive test. Additionally, Saint Mary's students should not possess any paraphernalia associated with alcohol or illicit drugs, nor should they support, endorse, or promote the use of these substances in any way (verbally, e-mail, Internet, social media, texting, etc.). If a student is determined to have sold or distributed alcohol, illicit drugs, or paraphernalia at any time, that student will be suspended from school pending withdrawal.

Saint Mary's Catholic High School works proactively to identify and address issues brought to its attention in order to assist students and families and cooperates with legal authorities with regards to students who break the law. Incidents involving drugs and alcohol on the Saint Mary's campus, any other school campus, or at school-related activities will be reported to the police. (ARS 13-3411)

## **Backpacks**

Backpacks may not contain any symbols, pictures, drawings or designs that are contrary to the spirit of the Saint Mary's School Community. Inappropriate buttons, badges, and other adornments are not permitted.

## **Buildings**

Classroom buildings and the gym are closed to students at lunch. Students are permitted to be in the cafeteria or outside during lunch. Exceptions can be made for special meetings if permission is granted by administration.

## **Cell Phones**

Cell phones are strictly prohibited during the school day at Saint Mary's. They are not to be used, seen, or heard during any part of the school day. Saint Mary's acknowledges, however, that students frequently use their phones after school to arrange transportation with their parents or guardians. In light of this, the following guidelines have been established:

- Upon arrival to school students must turn their phones off and store them in lockers or backpacks until 2:45 p.m.
- Under no circumstance are phones allowed to be carried on one's person (pockets, socks, pencil cases, lunch boxes, etc.).
- After school, students may use their phones only for the purpose of coordinating transportation with a parent or guardian and only outside of school buildings. Cell phones are not to be used in locker-rooms or in bathrooms at any time.

If parents need to contact a student during the school day, they should call the school's main telephone number and ask for a message to be delivered. Students who need to communicate with their parents during the school day must seek permission from faculty or staff to use a campus phone.

Students who do not adhere to these guidelines will have their phones confiscated and be given after-school detention. On the first offense, confiscated phones will be turned in to the Dean's Office and will be released to students at the end of the day. Additional violations of this policy will result in increased consequences and may include parents being required to pick-up the phone, the school keeping the phone for an extended period of time, additional after-school detentions, etc. Contact will be made with parents informing them what consequence will be given.

*Note: Saint Mary's Catholic High School reserves the right to check confiscated devices for any inappropriate information that may be stored, received, or sent during a school day or at any other time. Saint Mary's is not responsible for lost or stolen electronic equipment on campus and will not be monetarily liable for such losses.*

## **Destruction of Property and Vandalism**

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

## **Disrespectful, Disruptive, or Insubordinate Conduct**

Students shall refrain from disrespectful, disruptive, or insubordinate conduct. At all times students should communicate respectfully with each other, staff members, parents, and guests through appropriate spoken, written, and non-verbal language. Students are to address adults using the adult's proper title and last name, for example, *Ms. Bartlett, Mr. Atkinson*, etc. When appropriate, students may simply address an adult by his or her title, for example, *Father, Sister, Coach*.

## **Dress Code Violations**

### **Parental Collaboration**

A dress code violation related to modesty (short skirt, tight pants, etc.) must be corrected immediately. If the violation cannot be corrected on campus, parents or guardians will be contacted and asked to help correct the violation by bringing appropriate clothing to school, or by taking the student home.

Students must reimburse the school for any uniform or dress code violation corrected with school-supplied materials (shaving supplies, socks, etc.).

### **Summons**

A student in violation of the dress code may receive a \$5 summons. This must be paid at the Front Office in cash by the due date given by the Deans of Students (typically within five school days). Failure to pay on time results in after-school detentions until the summons is paid. Students may receive multiple summonses during the same day if they violate the dress code more than once (e.g., if an un-tucked shirt or rolled up skirt is observed during first and seventh periods, a student may receive a summons for each infraction).

Parents may be contacted to either assist in correcting the dress violation or removing the student from campus until the violation is corrected. Excessive or repeated dress code violations are considered insubordination and result in further consequences.

### **Endangering or Threatening the Health and Safety of Others**

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

### **Entertainment Devices**

Entertainment devices such as iPods, smart watches, smart glasses, music players, DVD players, video games, earbuds, or any other similar devices or toys are prohibited on campus during the school day. Students in possession of any electronic device may be disciplined and the device will be confiscated and released only to parents or guardians after confiscation.

### **False Alarms**

Students may not pull the alarms for false reasons. Financial compensation to the school for the false alarm will be the responsibility of the parent or guardian.

### **False Identification**

Students are required to have their current Saint Mary's student I.D. with them at all times. Students must always provide accurate identification when requested by a staff member, chaperone, or security officer. The replacement fee for lost or stolen cards is \$1.

### **Fighting**

Students shall refrain from doing anything that might provoke a fight or from participating in a fight. Students who believe that a fight may occur shall communicate that information to a school staff member, chaperone, or law enforcement officer immediately. Students who participate in a fight will be disciplined and may be asked to withdraw from the school.

## **Food and Beverages**

Food and beverages are not permitted in the classrooms, hallways, or in school buildings except in the cafeteria or designated eating areas. Violations may result in a \$5 summons.

## **Forgery**

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

## **Gambling**

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

## **Graffiti**

Non-standard writing styles, such as tagging, are not permitted on any surface, clothing, notebook, backpack, paper, skin, etc. These styles will be interpreted by school personnel as gang-related.

## **Gum**

Gum chewing is not permitted on school grounds and will result in a \$5 summons.

## **Hazing, Initiations, Bullying, Hurtful Behavior**

To request, make, or force someone to do something that may cause physical, social, or emotional harm (including through the use of the Internet or other social media or websites) is never acceptable. This includes a student wanting to hurt someone because that someone hurt him or her (retaliation) and applies in all settings, including athletics. If any student or parent feels bullying is occurring in any fashion, they should report this to an administrator immediately and appropriate action will be taken.

## **Insubordination**

Students must cooperate with the directives of faculty, staff members, chaperones, or security officers the first time a directive is given. Failure to comply with a reasonable request is considered defiance of authority.

## **Littering**

Students are responsible for cleaning up their trash always.

## **Lockers (School and PE)**

All students are assigned school lockers; students in PE or weight training

class are assigned an additional locker in designated areas in the gym. All assigned lockers have built-in combination locks, and students are required to lock them at all times. Students may receive consequences for lockers left unlocked or belongings not secured in a locker. Single-use, temporary lockers equipped with built-in electronic locks are also available in the gym.

All lockers in the school and gym are the property of Saint Mary's Catholic High School and may be searched at any time. Students may not write on or put anything on the inside or outside of the locker that may damage it. The student assigned to a given locker and his or her parents or guardians are financially responsible to reimburse the school for any damage done to that student's assigned locker. Items left on campus or in a locker room after the final day of school shall be considered a donation to Saint Mary's.

### **Neighborhoods and Jaywalking**

Students, especially while in uniform, represent Saint Mary's everywhere they go and should act accordingly. Saint Mary's students are expected to be respectful of neighboring homes and businesses by not trespassing on their property. Students are also expected to follow all civic ordinances such as: no jaywalking, no loitering, etc. Students are not allowed to take short cuts through the alleys of the surrounding neighborhood.

### **Obscenity, Defamation, Profanity**

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

### **Parking Violation**

Students who drive to school shall only park in the school parking lot designated for students and must have a parking permit for the current school year. Parking permits may be purchased in the Front Office. Students who park without a permit or violate any of the parking policies outlined in the "Transportation and Parking" section of the handbook, will receive school consequences.

### **Public Display of Affection**

Students must conduct themselves in a manner becoming Saint Mary's Catholic High School standards at all times. No public display of affection is allowed on campus or at any Saint Mary's sponsored event. This

includes hugging, holding hands, kissing, and any other form of romantic behavior among students. Saint Mary's believes that young men and women should develop friendships that are noble and supportive of their overall moral and intellectual growth. Social events sponsored by the school should not be viewed as the promotion of romantic relationships between our young men and young women, which can take up an enormous amount of the consciousness of young people.

## **Publication Distribution and Posting of Signs**

Students may not post signs or hand out flyers, invitations, or other documents without the approval of the school's administration.

## **Retaliation**

Students may not retaliate against others who they believe have wronged them. If someone has treated a student inappropriately, the student should seek out an adult on campus for advice and assistance.

## **Reverence at Religious Activities**

Students shall behave reverently and respectfully observe times of silence during all school-sponsored religious activities such as Mass, Adoration of the Blessed Sacrament, penance services, retreats, and daily prayer.

## **Sexual Harassment and Inappropriate Behavior**

Verbal or physical conduct of a sexual nature, including unwelcome sexual advances or comments towards anyone, will not be tolerated.

## **Social Media**

If Saint Mary's becomes aware that a student has posted or displayed information on the Internet, on any social networking site, or any other website (Twitter, Facebook, YouTube, etc.) that involves inappropriate behavior as reflected by the spirit of the school's mission or defined in our discipline code, the student will be subject to appropriate school disciplinary procedures, including withdrawal.

Students are also prohibited from posting any materials on the Internet and from sending information via electronic transmission that is associated or linked to Saint Mary's, her students, faculty, or staff without prior written consent from the school's administration. This may include but is not limited to pictures and videos of Saint Mary's students, teachers or officials that are taken on campus or at school-sponsored events. Violations of this policy carry appropriate school disciplinary procedures, including withdrawal.

## **Theft**

A student shall not take, use, or borrow property belonging to another person without that person's permission. Students are encouraged to leave home unnecessary electronic equipment, money, or other valuable personal belongings. Students should keep all their belongings with them or stored in a secured locker at all times. Saint Mary's is not responsible for lost or stolen personal property on campus.

## **Tobacco**

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

## **Trespassing**

Students shall not trespass in any setting at any time.

## **Violation of Civil or Criminal Statutes**

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

## **Weapons**

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

## **DISCIPLINARY ACTIONS AND PROCEDURES**

Saint Mary's students who engage in any inappropriate conduct shall be disciplined. Discipline may include, but is not limited to, one or more of the following:

- Verbal correction
- Conference with a staff member
- Writing assignment
- Summons
- Campus detention (1 hour, usually Tuesdays and Thursdays)
- Parent contact or conference
- Temporary exclusion from the classroom
- Drug or alcohol testing

- Contract and/or probation
- Loss of privileges (e.g., social, athletic, club memberships)
- Withdrawal from a class
- Friday detention (2 hour)
- In-school suspension (ISS)/Out-of-school suspension (OSS)
- Assignment of community service hours
- Loss of credit for a class
- Voluntary withdrawal
- Referral to the appropriate law enforcement authority
- Required withdrawal from school

## Contacting Parents

The school will contact parents or schedule a conference with them when an issue with their child's academics, attendance, or behavior arises.

## Campus Detention

A student who is assigned a campus detention shall serve the detention on the day assigned, usually Tuesdays and Thursdays, 2:55–3:55 p.m. (1 hour).

Detentions may not be missed unless an extreme emergency exists that has been shared with and approved in advance as an acceptable reason by the Dean of Students. Students who fail to report to detention, arrive late, or do not follow directions in detention will receive additional detentions or in-school or out-of-school suspension.

Excessive detentions will result in additional consequences.

## Friday Detention

Students may be assigned a 2-hour Friday detention for more serious or excessive violations. Friday detention will be held from 1:20–3:20 p.m. and may include written assignments, manual labor, or other work assigned by the detention moderator.

## Suspension

Suspension (either in-school or out-of-school) is imposed when a student demonstrates a deliberate disregard for Saint Mary's policies and procedures.

In-School Suspension (ISS) is when a student is required to report to school during normal school hours but does not attend classes and may not attend or participate in any school-sponsored activities until he or she is cleared to return to the classroom. ISS may involve other tasks, such as cleaning the campus. The student must complete all missed schoolwork on an

independent basis and receives a maximum grade of 50 percent on assignments and assessments.

Out-of-School Suspension (OSS) is when a student is required to stay home. He or she may not attend classes or attend or participate in any school-sponsored activities until he or she is allowed to return to school. The student must complete all missed work on an independent basis and will receive a maximum grade of 50 percent on assignments and assessments.

### **Contract or Probation**

Contract or Probation is the supervision and evaluation of the student's conduct for a specific period of time. This may be imposed for serious infractions, or when other actions to change behavior have not been successful, and may include, but is not limited to, some or all of the following: loss of co-curricular activity privileges, community service hours, and outside counseling.

### **Withdrawal (Voluntary or Required)**

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

### **Appeal Process**

If the principal requires that a student withdraw from the school, the student (if 18 years or older), or the parent or legal guardian of the student, may appeal the principal's decision to the superintendent of schools after meeting with the school's principal about the decision to withdraw.

There shall be no right of appeal for a student, parent or legal guardian if the principal takes some disciplinary action toward a student other than the required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student or for detention. (See the complete policy for the appeal process in the **Grievance and Appeal Process** section of this handbook).

## **SEARCH AND SEIZURE**

Saint Mary's Catholic High School administration may, without a search warrant, search a student, or his or her 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 or procedure, or a law. Personal possessions include but are not limited to purses, back-packs, book bags, cell phones, 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 or guardians.

## **REASONABLE CONTACT**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort, or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a. Committing a criminal offense
- b. Causing personal injury or damage to the property of any person (including himself or herself)
- c. Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior

## **UNIFORM AND DRESS CODE**

The Saint Mary's school uniform identifies those who wear it as members of a Catholic community committed to virtue and excellence. The uniform supports and promotes a unity of purpose, and the reality of being a member of something larger than oneself.

We want our students to dress their best, and look their best, so that they will be their best. In addition, Saint Mary's Catholic High School establishes a uniform for the following reasons:

- To instill modesty, good grooming habits, and neatness in appearance.
- To maintain a proper academic environment within the school community.
- To reduce superficial competitiveness in dress among students so as to reflect and support the dignity of the individual.

The uniform code applies during the school day, from a student's arrival on campus until he or she leaves, or until 4 p.m., whichever is later. Students are to arrive and leave school in proper uniform throughout the school year, from the first day of school orientation to the last final exam on the last day of school. Students not in proper uniform will not be admitted to class.

The governing principles of the uniform and dress code are modesty and order. Modesty, which protects the dignity of the human person, applies equally to men and to women. Order, the correct arrangement of something, directs that the uniform and other clothing should be worn as is proper.

Each student's dress and personal appearance should be such as not to disrupt or distract the educational environment of the school. Each student's clothing must fit appropriately as determined by school administration. Clothing may not be too tight, too baggy, too revealing, too short, too long, or hang too low. Saint Mary's reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste, in school as well as at all school-sponsored events. Students are required to wear their uniform on semester and final exam days and also during summer school. If there is doubt as to the appropriateness of some attire, it should not be worn until it has been approved by an administrator.

## **Boys' Uniform and Dress Code**

### Shirts

Boys must wear the school-purchased uniform knit shirt in green or white or the white oxford shirt. Boys may wear plain white short-sleeve or long-sleeve t-shirts under the school shirt; the t-shirt may not contain any writing or pictures. Shirts must be tucked in and properly buttoned, such that only the uppermost button is unbuttoned. All shirts must be purchased through the Saint Mary's Spirit Shop located on campus.

### Jackets and Sweaters

Boys may wear only uniform-approved and school-purchased sweaters, sweatshirts, and jackets over the school uniform shirt. No other jackets, sweaters, sweatshirts, blankets, or cool-weather attire may be worn at school. Sweatshirts with hoods may not be worn on campus. All uniform outerwear must be purchased through the Saint Mary's Spirit Shop or through athletics. Saint Mary's lettermen's jackets are permitted and encouraged.

### Pants and Belts

Male students are required to wear khaki (light tan) dress trousers. Pants must look professional and be tidy and in good repair. White pants, tan jeans, jeans-cut and stitched pants, skinny-cut and cargo pants are not allowed. Trouser legs must reach to the top of the shoe and should not extend to the ground. Trousers may not be torn, frayed, cut, oversized, too tight, or too baggy. Trousers must be worn at the waist with a black or dark brown leather belt. Over-sized belt buckles are not permitted.

### Shoes and Socks

Boys are required to wear black or dark brown leather dress shoes or loafers. Boat-shoe style shoes are acceptable only in one color--dark brown or black, with dark soles (**white soles are not permitted**). Boys may not wear tennis shoes, skate shoes, moccasins, canvas shoes, or any other non-leather, non-dress shoe. Athletic shoes are permitted only during official school athletic activities. Socks must be solid-colored, crew-length, in black or dark brown (**logos are not allowed**). Students are responsible for keeping their shoes looking professional and well-kept.

### Hair and Grooming

Hair styles must be simple and neatly combed or styled. A visible gap must exist between the student's hair and the eyebrows and between the student's hair and the top of the shirt collar. It may not cover the ears nor be bleached or dyed. Exceptions to these guidelines must be previously approved by the Dean of Men. Exceptions may be granted based on established cultural, religious, or medical reason.

Boys must be clean-shaven, and sideburns may not extend longer than the bottom of the ear. Boys who come to school with facial hair will be asked to shave at school and will receive a \$5 summons. Shaved eyebrow lines will not be allowed.

### Hats and Glasses

Hats and stocking caps may not be worn or carried on campus from the time of arrival until the time of dismissal. 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 during prayer, when reciting the Pledge of Allegiance, and 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

Tattoos, whether temporary or permanent, must be completely covered and out of sight at all times during the school day and during all school-sponsored activities, including athletic competitions and practices. Students may not write or draw on themselves or on others.

### Jewelry

Boys may wear a religious medal on a simple, thin chain, a watch, a Saint Mary's class ring, and one other ring. A religious bracelet may be worn if previously approved by the Dean of Men. No earrings, gauges, branding, body piercing (brow, tongue, nose, etc.), covered piercings, leather straps, heavy chains, ball-bearing necklaces, or anklets are allowed. Rosaries may not be worn as necklaces.

## **Girls' Uniform and Dress Code**

### Shirts

Girls must wear the school-purchased uniform knit shirt in green or white or the white oxford shirt. Girls may wear plain white short-sleeve or long-sleeve t-shirts under the school shirt; the t-shirt may not contain any writing or pictures, and undergarments should not be visible. Uniform shirts must be tucked in and properly buttoned, such that only the uppermost button is unbuttoned. All shirts must be purchased through the Saint Mary's Spirit Shop located on campus.

### Jackets and Sweaters

Girls may wear only uniform-approved and school-purchased sweaters, sweatshirts, and jackets over the school uniform shirt. No other jackets, sweaters, sweatshirts, blankets, or cool-weather attire may be worn at school. Sweatshirts with hoods may not be worn on campus. All uniform outerwear must be purchased through the Saint Mary's Spirit Shop or through athletics. Saint Mary's lettermen's jackets are permitted and encouraged.

### Skirts

Girls are required to wear Dennis Uniform Dorchester plaid skirts. Uniform skirts must be worn at the waist, and the length of the skirt when so worn should extend to the knee in both the front and the back. Skirts must be properly fastened at all times. Female students are advised to wear close fitting dark shorts (bicycle shorts) under their skirts; these shorts should not extend past the length of the skirt.

When the skirt no longer meets the length requirement or no longer fits at the waist so that the zipper and button can be closed, the skirt must be re-hemmed, professionally altered, or traded for clothing that properly fits. Otherwise, girls must purchase a new skirt.

Dennis Uniform Dorchester plaid skorts may be worn with the school's permission.

### Shoes and Socks

Girls must wear black or brown leather dress shoes, flats, or loafers. Boat-shoe style shoes are acceptable only in one-color--dark brown or black, with dark soles (**white soles are not permitted**). Girls may not wear tennis shoes, skate shoes, open-toed shoes, moccasins, sparkle shoes, or any other non-leather, non-dress shoe. Athletic shoes are permitted only during official school athletic activities. Girls must wear solid-colored black, white, Kelly green, or gray tights or socks. Socks must be visible above the shoe and should be no higher than just below the knee (**logos are not allowed**).

Students are responsible for keeping their shoes looking professional and well-kept.

### Hair

Girls are to keep their hair neat and well-groomed at all times. Ultra-short, shaved, unnaturally colored, or extremely contrasting streaked hair is not allowed. Flat black hair dye, and the excessive use of bleach are not permitted. Hair lengths must be blended. Shaved eyebrow lines are not allowed.

### Hair Accessories

All hair accessories such as ties, bows, clips, ribbons, and head bands must be solid-colored white, green, or black, or Dorchester plaid, simple, moderately sized, and not distracting. Girls will be asked to remove hair accessories that are excessively large or distracting.

### Hats and Glasses

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

### Makeup and Fingernails

Makeup is permitted and must be applied with modesty and in good taste. Heavily lined eyes, and bright, dark-colored or glittery lipstick will not be allowed. White makeup is not permitted.

Fingernails may only be painted in a single shade of red, light pink, or colors matching one's skin tone. Tasteful French manicures are permitted. Nails may not be worn longer than  $\frac{1}{4}$  inch past the fingertip, and may not be pointed, gaudy, painted with glitter or jewels, or patterned.

Girls who attend the Homecoming Dance or Prom will be permitted to wear other-colored, patterned or jeweled nails for one calendar week before and one calendar week after the dance, provided they are neither longer than  $\frac{1}{4}$  inch past the fingertip, nor pointed.

### Tattoos

Tattoos, whether temporary or permanent, must be completely covered and out of sight at all times during the school day and during all school-sponsored activities, including athletic competitions and practices. Students may not write or draw on themselves or on others.

### Earrings and Other Jewelry

Girls may wear one pair of short earrings in the ear lobes only. "Short" means that the earrings do not hang more than  $\frac{1}{2}$ " inch below the ear lobe. Loops are not to be larger than the size of a nickel. Large hoops or

other dangling or distracting earrings, gauges, ear cuffs, and chains are not permitted. A second pair of earrings is permitted, provided they are small studs in the upper lobe just above the standard earring. No other upper-ear piercings, body-piercing jewelry, or covered piercings are permitted.

Girls may wear one small necklace or a religious medal on a simple thin chain. No chokers, beaded, leather, shell, chain-link, or similar necklaces are permitted. One bracelet, one watch, and two modest rings may be worn. Rosaries are not to be worn as necklaces. Anklets are not permitted.

## **Special Dress Code Guidelines**

### Physical Education

Saint Mary's Catholic High School has a specified dress code for all physical education classes, consisting of the school athletic shorts or sweatpants and t-shirts. These items (shorts, sweatpants, and t-shirts) must be purchased from the Saint Mary's Spirit Shop located on campus. All PE and weightlifting students are given an assigned locker with a built-in combination lock. Students are required to keep their belongings and valuables in the assigned lockers and to keep the lockers locked at all times.

### Spirit Shirts

Pep assembly days may be designated as spirit shirt days. With administrative approval, students may wear a Saint Mary's green, white, black, or gray athletic team or spirit shirt. Gold spirit shirts may be worn only when announced. Tank tops are not allowed. Shirts must always be tucked in, clean, and presentable.

### Special Attire for Clubs and Sports Teams

Varsity athletic teams and other co-curricular organizations may receive permission to wear special attire on designated days, as determined by the Dean's Office and Athletic Director.

### Appropriate Attire at School Functions and Activities

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

### Modesty

Modesty is an integral part of chastity, and purity requires modesty. *"Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden... Modesty protects the mystery of persons and their love... Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet"* (Catechism of the Catholic Church, #2521-2522).

There is no chastity without modesty. Because of the important role modest dress and behavior plays in protecting the dignity of the human person, students are required to dress modestly at all times, whether on campus or at any Saint Mary's event.

At any Saint Mary's event, skirts or dresses must be worn to the knee or longer. Low cut shirts and transparent or excessively tight clothing are prohibited to men and women. Students who are dressed inappropriately will be sent home.

The modesty guidelines are to guide all dress code situations, including school functions and events both on and off campus:

**Women are to observe the following:** No strapless, spaghetti-strap, or off-the-shoulder shirts, or shirts that expose the midriff, cleavage, or back are permitted; No tight or short clothing. Shorts and skirt lengths must be to at least the extended fingertips. Leggings, jeggings (or other form-fitting pants), and ripped shorts, pants, and jeans are not permitted. Body piercings and exposed tattoos are not permitted.

**Male students are to observe the following:** No excessively baggy or tight pants. No hats during indoor events, or at inappropriate times during outdoor events (prayer, Pledge of Allegiance, National Anthem, etc.) Shirts must be worn. No shirts with extreme open sides or shirts that display inappropriate writing. Ripped shorts, pants, and jeans are not permitted. No earrings on or off-campus, no body piercings or exposed tattoos.

*Note: Other clothing or accessory items that the school determines to be not in good taste will not be allowed.*

#### Formal and Semi-formal Events

There are specific formal and semi-formal dress codes for special events, including end of the year ceremonies, graduation, concerts, art shows, and dances. Specific guidelines will be issued for each, but, in general, the following guidelines will apply:

**For women:** skirts and dresses with hems that reach the knee; bare midriffs are not acceptable. Strapless, spaghetti-strap, off-the-shoulder, or tank tops are not permitted. No tight or form fitting clothing. Women must wear dress shoes. No flip flops, or dyed hair.

**For men:** Dress pants, a collared dress shirt, a tie, dark socks, and dress shoes are required. Hair should be trimmed appropriately, and men should be clean shaven. No dyed hair or hats.

#### Dances

Ticket purchase and attendance for Homecoming and Prom dances will require students and parents to agree to and sign a dance contract. This contract will outline specific guidelines for the dance, including our semi-formal and formal dress code.

Dances at Saint Mary's Catholic High School are for the benefit of Saint Mary's students. If a student wishes to bring a guest who does not attend Saint Mary's, a guest pass must be obtained before the dance.

*Note: Other clothing or accessory items that the Administration determines not to be "in good taste" will not be allowed.*

## **FINANCIAL MATTERS**

### **Tuition Rates**

#### Full Tuition Rate

The full tuition rate applies to families that are not registered, active, and participating members of a Catholic parish in the Diocese of Phoenix.

#### Reduced Tuition Rate for Practicing Catholics

Families who are registered, active, and participating members of their parish in the Diocese of Phoenix are eligible for a reduced tuition rate. The reduced rate becomes effective when the Parish Verification Form is signed by the pastor, or his designee, and is submitted to Saint Mary's Catholic High School by the school's provided deadline. Forms received after the deadline result in a full tuition rate charge. The reduced tuition rate is not retroactive. Criteria used in determining active and participating membership may vary by parish.

Transfer students will have 30 days from the date of registration to submit a signed and sealed Parish Verification Form to qualify for the reduced tuition rate.

A non-refundable deposit of \$300 is due at the time of registration. Students may not schedule or receive course schedules until registered. Registration is not complete until all required forms are submitted and the \$300 deposit is paid.

<b>FULL TUITION RATE</b>	<b>REDUCED TUITION RATE</b>
\$16,000	\$12,500
	\$100 Fundraising requirement
	20 Volunteer hours (\$200 equivalent)

### **Additional Costs and Fees**

Families will be responsible for any additional costs not included in the tuition. These items may include the following as applicable:

- Uniform costs (\$100 on average)
- Parking fee (\$40 individual or \$25 carpool)
- Graduation fee (\$250 seniors only)
- Replacement costs of textbooks lost or returned in unusable condition
- Athletic participation fee (\$150 per sport)

## Payment Options

Tuition payments will be billed monthly and begin August 2021. Ten (10) monthly payments will be billed for the 2021–2022 school year. Payments must be made by automatic deduction from a bank account or credit card. Credit card payments will incur a three (3) percent processing fee per transaction.

## Financial Aid

It is the policy of Saint Mary's Catholic High School to attempt to provide a Catholic education to all students regardless of financial limitations. In order to offer more students an opportunity to attend Saint Mary's, and in justice to all who sacrifice their time and money supporting the school, Saint Mary's uses well-established guidelines to determine the disbursement of financial aid.

Families who anticipate a need for financial assistance must complete and submit the Financial Aid Independent Review Form (F.A.I.R.) online at [www.fairapp.com](http://www.fairapp.com) on a yearly basis every spring. F.A.I.R. requires an application processing fee of \$27.

F.A.I.R. verifies financial need and submits its findings to Catholic Education Arizona (CEA). Saint Mary's receives financial aid awards from CEA in the summer and early fall. Families must continue any scheduled payments until the F.A.I.R. eligibility is determined, unless prior arrangements have been made with the school's Business Office.

*Note: If a F.A.I.R. form is returned showing the family is able to pay its full tuition amount, the original Tuition Payment Agreement Form stays in place, unless the family makes other arrangements with the Business Office.*

Financial aid is not guaranteed, and it is the responsibility of the family to apply for financial assistance to the tuition-assistance awarding organizations that collaborate with Saint Mary's. Families are responsible for fulfilling their school financial obligations if a deficit in financial aid occurs.

The school mails Tuition Contract Agreements in July. If a family has been awarded the parish discount and/or financial aid, the Tuition Contract Agreement reflects it. All families must sign and return this agreement in order for the student to pick up his or her schedule and textbooks each year.

Families need to follow the Tuition Contract Agreement to avoid Financial Delinquency (see **Financial Delinquency** below).

## **Fundraising**

Financially, Saint Mary's Catholic High School depends not only on tuition and grants to meet ever rising instructional and operating costs, but also must look to fundraising, and to those in a position to pledge their annual state tax credit to Catholic Education Arizona in the name of Saint Mary's Catholic High School. Tax credit donations of at least \$200 will satisfy the fundraising obligation. Saint Mary's has established other fundraising opportunities for families to raise the mandatory \$100, per student, for the school. These opportunities are through our SCRIP program available throughout the school year. This \$100 must be raised by April 30. If a family does not meet the \$100 requirement, the Business Office bills the family for the remaining amount. This payment must be made on a timely basis to avoid financial delinquency (see **Financial Delinquency** below). These direct and indirect sources of funding help us meet the cost of educating our students.

## **Late Registration and Early Withdrawal**

If a student registers after school begins, the tuition is pro-rated over the number of days a student is enrolled for that particular month. If a student withdraws prior to the start of school, all tuition paid in advance is refunded minus the \$300 non-refundable deposit. A student who withdraws after school has begun is responsible for the month's tuition if he or she attends even one school day during the month.

## **Financial Delinquency**

When any fees, fines, tuition payments, or any other costs are past due to Saint Mary's Catholic High School, there is a financial delinquency. In the event of a student's financial delinquency:

- The student will not be permitted to take end-of-semester examinations and will receive "Incompletes" in all of his or her classes until all financial obligations have been met.
- The student will not be permitted to register at the same school or at another Catholic school within the Diocese of Phoenix until all financial obligations have been met.
- The student will not be allowed to participate in any school-sponsored sports programs or any other school sponsored activities.
- Families who miss any payment, due to insufficient funds, will be charged a \$30 missed payment fee. After being informed of the missed tuition payment, the 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 administrator at least five business days before a scheduled payment date.
- Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second

missed payment will be informed that their child or children will not be allowed to attend school.

## **GRIEVANCE AND APPEAL PROCESS**

Any grievance, issue, or concern within the Saint Mary's Catholic High School community should be resolved by first communicating with the person with whom the grievance, issue, or concern exists. An understanding must exist that it is possible that confidentiality surrounding both the name of the person sharing the grievance, issue, or concern and the information pertaining to the actual grievance, issue, or concern may not occur. Staff members reserve the right to share both the name and the information with the person(s) involved in the grievance, issue, or concern.

If the grievance, issue, or concern cannot be resolved to the satisfaction of the people involved, the grievance, issue, or 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, or concern brought to the attention of the principal shall be submitted in writing along with proposed ideas to solve the grievance, issue, or concern.

If the principal requires that a student withdraw from a school, the student (if 18 years or older), or the parent or legal guardian of the student may appeal the principal's decision to the superintendent of schools after meeting with the school's principal about the decision to withdraw.

There shall be no right of appeal for a student, parent, or legal guardian if a principal takes some disciplinary action toward a student other than the required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student or for detention.

### **Appeal Steps:**

1. When a parent, employee, or student (if 18 years or older) wishes to appeal a principal's decision, the person must submit the appeal in writing to the superintendent of schools (in the case of a diocesan school). The written appeal must contain the following information:
  - a. The subject of the appeal.
  - b. Any factual data relevant to the appeal.
  - c. Cite the specific policy(ies) alleged to have been violated.
  - d. The efforts that have been made to resolve the issue.
  - e. Date(s) of meeting with school principal regarding the decision.
2. The principal's decision must be appealed within 10 working days of the communication of that decision to the aggrieved party.

3. It shall be within the sole discretion of the superintendent of schools to determine whether to review the decision.
4. The superintendent of schools may, in his sole discretion, designate another person to hear the appeal and to render a decision on the superintendent of school's behalf. The superintendent of schools (or his designee) will review the situation to determine whether the school's actions were consistent with their policies and procedures. The final decision will be based on these findings.
5. The decision of the superintendent of schools, or designee shall be final and binding upon the parties, and shall conclude the appeal process. There shall be no further right of appeal.

Notwithstanding anything in these policies to the contrary, the principal of a school has the authority to make decisions and impose consequences that are in the best interest of the school and community it serves.

## **SCHOOL PARENT ORGANIZATIONS**

### **Advisory Board**

The Saint Mary's Catholic High School Advisory Board meets quarterly with the president-rector and principal of Saint Mary's in an advisory capacity. This board meets at the Saint Mary's school library.

### **Parent Service Organization**

Saint Mary's Parent Service Organization provides a way for parents to support the school and build community by contributing their time, effort, and presence to various school events and activities. In addition, current Saint Mary's families help new families connect with the school's many longstanding traditions and foster the family spirit that enlivens the extended Saint Mary's community.

### **Athletic Booster Clubs**

Saint Mary's parents work closely with the Athletic Director to support school athletic teams. Parent volunteers are vital to the success of the athletic and co-curricular programs at Saint Mary's.

## **SCHOOL RECORDS**

### **Access to Student Records**

Parents have the right to inspect and review the official transcript of their child to ensure 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. Parental requests should be made in writing and the school has 45 days to respond and provide access.

## **Birth Certificate**

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

## **Immunizations Records**

Saint Mary's requires that all students have a copy of their up-to-date immunization records on file in their cumulative folder.

## **Transcripts**

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

## **RESPONSIBILITY FOR PERSONAL BELONGINGS**

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

We encourage students to write their names in their books and on their personal property. The school and its staff members are not responsible for personal items (textbooks, personal items, clothing, electronic devices, or money) or school items (books, equipment, or clothing) that are lost or stolen on campus or at school sponsored activities.

## **TRANSPORTATION AND PARKING**

### **Student Drop-Off and Pick-Up**

Parents must follow the school's traffic flow pattern, distributed at the beginning of the school year and on our school website. The designated areas for student drop-off or pick-up are:

- **Entering from 7th Street:** the turn-around on Saint Mary's Way (formerly Sheridan Street)
- **Entering from 3<sup>rd</sup> Street:** the student parking lot in front of Piper Hall

*Note: Do not drop-off or pick-up students in the faculty parking lot, the staff parking lot on 3rd Street, or the Virginia Plaza parking lot north of the school campus.*

## **Student Parking**

Students who drive to school must park in the student parking lot and display a parking permit. Parking permit applications may be obtained in the Front Office. Yearly parking permits are \$40 for individual student permits and \$25 for carpool permits.

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

- Once parked, students must exit their vehicles and proceed to campus; loitering in cars or in the parking lot is not permitted.
- Students may not go to their vehicles during school hours unless authorized by the Front Office.
- For the safety of students, a 5-mph speed limit will be strictly enforced. Reckless driving is prohibited.
- Only students with carpool permits are allowed to park in the designated carpool spaces.
- Students driving to school must have a permit attached to their vehicles at all times. 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 issued a \$10 citation per violation. Citation fines are due within one week.
- Temporary permits will be issued if other than the registered vehicle must be used for a short-term emergency situation. This permit is requested from the Front Office and must be on the vehicle before the start of the school day.
- Tags, bumper stickers, signs, or flags that suggest profanity, advertise or endorse tobacco or drugs, or are inflammatory or degrade another person for any reason are prohibited.
- Any and all accidents and thefts must be reported promptly to the security officer or Front Office.
- Vehicles may be searched if the administration has a reasonable suspicion that a school violation exists.

## **USE OF STREETS AND PUBLIC TRANSIT**

For safety reasons, Saint Mary's students coming and leaving campus must use the pedestrian crosswalks, especially on Saint Mary's Way (Sheridan), 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 or from school are expected to behave appropriately on the bus and at bus stops. Students leaving the campus on foot must also be sure to have appropriate good citizen behavior for our neighbors (residential or business). Saint Mary's takes seriously reports

of student littering, disrespectful conduct, trespassing, and any other conduct that would injure the reputation of the school.

## **VISITORS**

All visitors, including parents, guardians, and alumni, must request a Visitor Badge at the Front Office. In addition, all visitors must sign in and out of the school's Visitor Logbook (also located in the Front Office).

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

Parents or guardians who wish to observe their child's classes during the school day must make an appointment with the teacher of that class two days prior to the visit, as well as notify the Assistant Principal of Curriculum and Instruction of the desired observation.

## **WELLNESS POLICY**

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being.

Saint Mary's Wellness Policy is aimed at promoting and protecting students' health, well-being, and their ability to learn through the promotion of healthy eating and physical activities. Parents and other guests are asked to refrain from bringing unhealthy food to students at school. Saint Mary's also encourages its clubs and organizations to offer non-food items or healthy food choices when conducting fundraising activities.

Saint Mary's Wellness Polity includes the following components:

- A. Nutritional Guidelines
  - Food service (tasty and nutritional daily food choices)
  - Staff (professional, trained, qualified staff)
  - Pleasant eating experiences (30 minutes provided, choice of indoor or outdoor eating)
- B. Nutrition Education through the school's science, health, and physical education curriculum
- C. Physical Activity
  - Physical education (required for all freshmen; available as an elective for grades 11–12)
  - Physical activity (sports, games, activities provided to meet the needs of all students, not just athletes)
- D. Other School-Based Activities  
Foods of minimal nutritional value are not served during the school day, with a few special-occasion exceptions.
- E. Parent and Staff Involvement  
The Cafeteria posts its menu on the school's website and staff is educated to sponsor fund-raisers that do not involve the selling of unhealthy foods.
- F. Implementation and Evaluation  
The Wellness Committee meets throughout the year and the administration is involved in the policy's implementation and evaluation.

# **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 or 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 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 be 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 ensure that all the school areas are safe and free of asbestos fibers.

*Tanya Bartlett, M.Ed.*  
Principal  
Saint Mary's Catholic High School



THE ROMAN CATHOLIC  
DIOCESE OF PHOENIX

## **DISCLOSURE AND ACKNOWLEDGMENT OF RISKS OF SCHOOL PARTICIPATION Saint Mary's Catholic High School**

All parents and guardians must understand that there is always some potential for injury and illness inherent in such all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing the recommendations of the Centers for Disease Control and Prevention (CDC), Arizona Department of Education, and state and local health authorities in light of the unique needs and circumstances of the School community, and in order to allow for in- person learning while protecting students, teachers, administrators, and staff and helping slow the spread of COVID-19. While the CDC and health authorities state that these efforts help lower the risk of COVID-19 exposure and spread during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School in person, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards associated with their children's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. All parents and guardians understand that their children will be associating with, teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through their children's participation in activities at school. By allowing their children to attend the School in person, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire COVID-19, and that COVID-19 may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School in person, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or

School functions if the child develops a fever or other symptoms of illness or tests positive for COVID-19. Furthermore, parents and guardians will not send a child to School or School functions if the child is sick, has COVID-19 symptoms, or has been in close contact with someone who shows symptoms of or has been diagnosed with COVID-19 until after a 14 day exposure period has been exhausted for the child with no symptoms. By allowing their children to attend the School in person, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff and help slow the spread of COVID-19.

Updated 8/12/2020