St. Mary's High School

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St. Mary’s High School
FOUNDATIONAL STATEMENTS

The purpose of the St. Mary’s High School (SMHS) Family Handbook is to inform students, parents (guardians) of the policies and procedures that guide our school. Students and parents are responsible for knowing the contents of the handbook and following all school regulations. The enrollment of a student at SMHS is an agreement on the part of the student and parents to comply with the regulations of the school. Each student is expected to respect the rights of other students, teachers, SMHS staff, parents, guardians and guests.

Mission
St. Mary’s High School exists to educate students in the Catholic tradition to be responsible, moral, critical thinkers and leaders well prepared for college and life (SMHS Bylaws).

Educational Philosophy
St. Mary’s High School endeavors to form students with a foundation of faith by which they are truly made free to seek truth and live joyful, fulfilled lives in becoming who God made them to be. Informed by reason and virtue, we joyfully witness to all that is good, beautiful, and true in the world and reflect the light of Christ in our day. We encourage our students to contemplate the big questions like Who Am I? and Why Am I Here? so as to foster a personal encounter with Christ that expands for a lifetime.

Vision of a Graduate
Rooted in the Catholic tradition, St. Mary’s High School looks to the future as we educate the next generation of moral, responsible leaders. Partnering with parents to educate the whole student, St. Mary’s academics meet students where they are while challenging them to become critical thinkers. Strong academics combined with four years of theology, weekly Mass, and community service help inform and shape students spiritually. Athletics, clubs, and activities give students opportunities to grow as leaders and teammates.
We strive to provide a culture of integral formation for our students to produce virtuous men and women of...

**Faith Who:**
Manifest their love for God and others through a life of prayer and service.
Engage in their faith as a personal relationship with Jesus Christ.
Respect the sanctity of life in all stages.
Honor the dignity of others as sons and daughters of God the Father.
Practice humility in light of the glory of God.

**Intellect Who:**
Seek wisdom by pursuing the true, the good, and the beautiful.
Employ analytical and abstract thinking to formulate arguments and solve problems.
Develop the art of well-reasoned and persuasive communication.
Embody a strong work ethic and habits of professionalism.
Demonstrate magnanimity to shape a more dignified culture.

**Character Who:**
Exhibit fortitude and leadership in the face of adversity.
Model a spirit of joy and gratitude in response to God’s gifts.
Discover greatness through the fruits of collaboration.
Emanate charity, humor, and grace in daily interactions.
Demonstrate integrity through unity of word and deed.

St. Mary’s is committed to a spirituality that encompasses a love for our triune God, our neighbor, respect, integrity, diversity, inclusion and community service. SMHS’s low student-to-teacher ratio, competitive athletic programs, and emphasis on service to the community complement its exemplary and comprehensive educational reputation.

Student behavior, either on campus or off campus, which discredits a student or the school, will not be tolerated. Such behavior may result in the student’s referral to the discipline committee, suspension, expulsion, or denial to re-register the following school year. (Reference Policy 2001 Non-Discrimination and Anti-Harassment)
Statement of Catholic Morality

St. Mary’s High School was founded to proclaim the Gospel of Jesus Christ rooted in the tradition of the Catholic Church and Sacred Scripture. For this reason, we are committed to presenting Catholic moral teaching with fidelity, and we firmly adhere to our mission in all school endeavors.

All St. Mary’s students and staff are required to take part in certain Catholic traditions and attend various Catholic events, including the weekly all-school Mass. Fundamental principles of morality can be found in the Catechism of the Catholic Church (“CCC”).

ACADEMICS

Academic Requirements

Placement Testing of 8th Graders

There is a general standardized placement test covering English, math, and science in the fall and special placement tests in math and Spanish in the spring.

- Students who are placed in advanced courses because of special placement tests do not receive credit for the skipped courses and must still meet all graduation requirements and total credit requirements.
- Students may not test out of any course or graduation requirement except as noted above.

Graduation Requirements

To graduate from St. Mary’s High School, a student must earn a minimum of 28.0 credits. Each course is the equivalent of 0.5 credits per semester. Please refer to the academic requirements page on the school website for all course requirements, found online at www.smpirates.org.

Weighted Grades

SMHS Students: Weighted grades are received for courses taken at St. Mary’s that are designated as Advanced Placement (AP), Honors (H), or Concurrent/Dual Enrollment. Any AP course taken by a current student at another institution (local high school or online) will not be transferred into the SMHS transcript as a weighted course.
Transfer Students: Weighted grades are received for courses taken at other accredited high schools which are designated as AP. Weighted grades are received for courses transferred in from other accredited high schools that are designated as Honors/AP only if the course is also designated as Honors/AP at St. Mary’s. Weighted grades are not received for courses taken at other accredited high schools if the course is not designated as Honors/AP at St. Mary’s.

AP courses are weighted on a 5.0 scale, and Honors courses are weighted on a 4.5 scale. As a reminder, regular courses are weighted on a 4.0 scale. (adopted Fall of 2021)

**Grading Scale**

The academic year is divided into two semesters, comprising eighteen weeks each. Grades are determined by utilizing the ten-point grading scale. The grade for each semester is based on class work, daily assignments, quizzes, tests, and examinations.

<table>
<thead>
<tr>
<th>Numerical Value</th>
<th>Letter Grade</th>
<th>G.P.A. (Regular Scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.5 – 100</td>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>92.5 – 96.5</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89.5 – 92.5</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>86.5 – 89.5</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>82.5 – 86.5</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79.5 – 82.5</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>76.5 – 79.5</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>72.5 – 76.5</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69.5 – 72.5</td>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>66.5 – 69.5</td>
<td>D+</td>
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<td>62.5 – 66.5</td>
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<td>0.7</td>
</tr>
<tr>
<td>59.5 – 0</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Students enrolled in Advanced Placement (AP) courses will receive 1.0 extra grade point for each course (5.0 points for every “A”, etc). All AP students must take the AP exam for weighted grade.

Beginning in the fall semester of 2021, students enrolled in Honors courses will receive 0.5 extra grade point for each course (4.5 points for every “A”, etc).
Late Work

St. Mary’s enforces a school-wide late work policy to maintain consistency and create an equitable learning environment. All missed work should be made up. This ensures students receive helpful feedback from the teacher as they learn the material.

Late work will not be accepted for honors and AP courses. Late work for all other courses will be assessed in the following way. Work submitted one day late will receive a 10% penalty. Work submitted two days late may not receive higher than 50%. Work that is still not submitted after two days will not be accepted for credit. If a student needs an extension, it is that student’s responsibility to speak with his/her teacher to receive approval prior to the deadline.

Late work due to an absence (unexcused or excused) will be assessed in the following way. Work assigned prior to an excused absence is due upon the student’s return to school. Any work assigned during a student’s excused absence will be granted one make-up day for each day absent. In the case of an unexcused absence or suspension, late work will not be accepted, and the student will receive a zero. Missed tests may not be made up for unexcused absences or suspensions.

Course Failures

A student who fails more than two courses in one year may not be eligible to return to SMHS. A student who fails (2) courses or fewer is eligible to return if he/she passes the course(s) in a recognized summer school program or through other pre-approved means as determined by the counselor and the principal. The student must then present verification of passing grade(s) and completion of the course(s) requirements to the counselor and the principal for approval.

Report Card

Report cards will be activated to view on the Infinite Campus student portals and parent portals twice per year, ie., at the end of the first semester and the end of the school year.

- Students not completing course work by the end of the grading period will receive a failing grade, whether due to failure to turn in assignments, take a test, or fulfill other requirements. Exceptions will be made when illness or other legitimate reasons keep a student from completing the assigned work. One additional week will then be granted to complete all course work, including tests and semester exams. If the work is not completed in that length of time, the grade becomes an “F” on the official transcript.
- Semester grades are calculated into the student’s grade point average.
The successful completion of any academic course for one semester earns 0.5 credits, with the exception of Accelerated Geometry that earns 1.0 credits in one semester.

**Academic Honor Roll and Letters**

Each student (9 –12) earns Principal’s Honor Roll - recognition through the academic year if he/she earns a weighted semester GPA of 3.5 to 3.7499. Students will receive a certificate from the principal and acknowledgement at our Academic Awards Assembly.

Upon graduation, students will be recognized for their academic achievements using set criteria. Using their cumulative weighted GPAs, students may receive the following honors:

- **SUMMA CUM LAUDE GPA (Highest Honors) 4.50 and above**
- **MAGNA CUM LAUDE GPA 4.20-4.49**
- **CUM LAUDE GPA 3.75-4.19**

Each student who achieves a weighted GPA of 3.75 or higher for the semester will also receive an Academic Letter. The purpose of the Academic letter is to recognize students who have excelled academically while attending St. Mary’s High School. Any SMHS student who is enrolled in at least six courses of study (three of which must be core academic classes) and earning a 3.75 grade point for that semester is eligible. The grade point average is determined by dividing the total points earned by the total number of credits.

Academic letters will be awarded the first time that a student earns a 3.75 grade point average. The student will receive an SMHS Letter and a torch of knowledge. Additional bars will be awarded to that student for every time he/she earns a 3.75 or above grade point average.

**National Honor Societies**

St. Mary’s students with good academic and character standing will have the opportunity to become members of the National Honor Society, National Spanish Honor Society, and/or National Art Honor Society. Information regarding eligibility to these societies may be found on the St. Mary’s website at www.smpirates.org.
Valedictorian/Salutatorian
The class valedictorian is the senior with the highest cumulative GPA in his/her graduating class and a record of exemplary conduct. The class salutatorian is the senior with the second highest final cumulative GPA in his/her graduating class and a record of exemplary conduct. In order to be valedictorian or salutatorian, a student must have been enrolled at St. Mary’s High School for 3 full years and had no behavioral offenses/referrals.
Final selection of the valedictorian and salutatorian is based on the above-stated criteria and is reviewed by the School Administration. In the event that students achieve identical GPAs (within .02), the School Administration may declare a co-valedictorian or co-salutatorian for the graduating class.

Baccalaureate / Graduation Attendance Requirements
Seniors must attend senior graduation activities including retreats, graduation and baccalaureate rehearsals, as well as Baccalaureate Mass and the awards ceremony. If students do not attend these functions, they will not be allowed to participate in the graduation ceremony. An exception may be given by the principal for a graduating athlete who has a conflict with a state competition. Proper Mass attire must be worn at all appropriate functions; otherwise, students will not be allowed to participate in the function.
Students must pass all courses and complete all required community service hours in order to participate in the graduation ceremony.

Community Service Requirements
St. Mary’s High School takes pride in being a community modeled on the life and teachings of Jesus Christ and the living tradition of the Catholic Church. We do works of service for others as an extension of our love and concern for them. God’s grace is a gift to us and His love is what sustains and grounds our faith and hope. From its very beginning, the Christian community has been known for the way it expresses its love of Christ through love for one another.

Goal
The Community Outreach program at St. Mary’s High School is meant to be an opportunity to learn how to become better disciples. We want to help train students in the ways and means of “doing unto others” as taught to us in the scriptural example of Jesus Christ, to reinforce in the lives of our students that “whatever you did for one of these least of my brothers of mine, you did for me.” (Matthew 25:39b)
Requirements
All SMHS students are required to complete a minimum of 150 service hours at NON-PROFIT organizations. Note that St. Mary's High School is a non-profit organization. Other potential organizations include your Parish Church (altar servers, lectors, choir, etc.), elderly facilities, hospitals, Catholic Charities, organizations helping with the poor and homeless (Marian House, Salvation Army, Habitat for Humanity), humane societies, and schools (assisting with K-8 sports and functions at facility as part of school program).

The total minimum service hours required by the end of each year are as follows:
- Freshmen – 25+ hours by April 30
- Sophomores – 75+ hours by April 30
- Juniors – 125+ hours by April 30
- Seniors – 150+ hours by April 30

Students should continue to turn in Community Outreach hours after they have completed 150 hours. All forms should be submitted to the Front Office for documentation.

Work that does not qualify as Community Outreach
Working for your family and friends, babysitting, house-sitting, moving help, yard work for the neighbor, working for a for-profit business, and managing a SMHS sports team are a few examples of what is NOT considered Community Service hours. These activities will not satisfy the Community Outreach requirement.

Deadlines to Submit Community Outreach Hours
- Community Outreach hours can be logged through the MobileServe app. [https://app.mobileserve.com](https://app.mobileserve.com) Your student login is your school email address. Your password is your first name (all lowercase) and birthdate (mmddyy)
  ○ For example: (sam050703)
- All hours completed during the summer months should be turned in by September 30.
- All hours completed during the Fall semester should be turned in by December 31 or the first day back in January.
- All hours completed during the Spring semester should be turned in by April 30.
- Service hours must be turned in during the semester that they are performed to count toward
- the Community Outreach course. Hours that are turned in late will NOT be applied to the requirement.
- St. Mary's High School students are graded yearly with a “P” for those who have completed their hours by April 30 of each school year. An “F” is given for those who have not completed the required hours by April 30 and is counted towards the student’s GPA. F’s are final and cannot be made up in future semesters, the GPA effect of an F on their transcript remains. Obviously, it is important for students to complete Community Service. If an F is received during a student’s tenure at SMHS, graduation requirements do not change and a total of 150 hours are still required for graduation at SMHS. Students are encouraged to accumulate extra community service hours per year and finish their requirements early.

**Transfer Students Community Outreach Requirements**

Students who transfer to St. Mary’s High School must select one of two options to initiate their SMHS Community Outreach program. Transfer students should review and make this decision as they enter the St. Mary’s community. The option will be left to the student, but once a decision has been made, that will be the requirement they need to meet for graduation.

**Option 1 – Transfer of prior service hours**

Transfer students with Community Outreach hours completed at their previous high school are allowed to transfer those hours to SMHS. If they transfer hours, they will be obligated to complete the entire 150 hours as required in our program. A documented statement from the previous school should be sent directly to SMHS Community Outreach coordinator. This record may be emailed, direct mailed or can be brought by the student and included in his or her transfer process. This record will initiate the student’s SMHS service file. Next, they will need to complete the necessary hours for their Community Outreach credit for that year (a ‘P/F’ credit is issued at the end of every school year). A minimum total of 150 hours of service is required for graduation.

**Option 2- No prior service hours**

Transfer students with no previous Community Outreach hours will need to complete the service hours required for the grade they are entering. The hours will be prorated as per enrollment date.

**Counselor & Registrar**

**Classification of Students**

Student classification (grade level) is determined by the counselor and principal.
Scheduling of Classes
Students' schedules should consist of seven class periods per day, with freshmen and sophomores required to include a minimum of 6.5 academic classes and juniors and seniors required to include a minimum of 6.0 academic classes. Only seniors are eligible to be a teacher assistant (TA) (0.5 credit). Students must have a cumulative grade point average of 3.0 or higher to be eligible to be a TA. Seniors may not schedule a study hall and TA position for the same semester. A student may not request a “late start” or “early out” unless the student is scheduling a course or activity to be taken at another institution.

Course Schedule Changes
The counseling department must approve all course schedule changes.

Dropping a Course
- A student may drop a course at any time up to the 5th academic day of the semester. This course will not appear on the student’s transcript if the course is dropped within this time.
- If a student drops a course after the 20th school day, he or she will receive a grade of “Withdraw/Failing”, which will appear as an F on the student’s transcript.
- If a student changes to a different level of the same course during the semester, the two grades will be averaged at the end of the semester.
- A drop between the 6th and 20th day must be approved by a parent, teacher and counselor. The required form can be obtained in the Counseling office.

Conflict Resolution
Academic Conflict Resolution
Conflict resolution is a useful, lifelong set of skills. This process is designed to empower students to solve their problems with the support of their parents, school counselor, and the school administration. Our Counselor is available to help students in this situation by giving them strategies, vocabulary, and support in contacting their teachers as well as help mediate meetings between students/parents and teachers. Our goal in this matter is to create respectful, open, and working relationships between students and teachers. The relationship between students and their teachers is very important. When conflict arises in this relationship, we want to help resolve the issue as quickly and straightforwardly as possible. Changing teachers is rarely the best solution to a problem in a class and often creates additional problems for the student, such as; further schedule changes, differences in pacing/coverage, etc.
This process will help students and teachers to find a solution. To facilitate this process, SMHS has developed the following protocol:

**Step 1: Student approaches the teacher.**
Respectfully and openly speak with your teacher. Let your teacher know the things that you enjoy about the class or that you appreciate what he/she does. Also, let him/her know what you believe is causing your struggle. Your teacher might have some helpful suggestions for you to implement. By bringing the issue directly to your teacher, you increase your chances of coming up with a solution that benefits everyone. Your counselor can help with effective ways to approach your teacher.

**Step 2: Parents approach the teacher.**
If there has been no resolution over time, have your parents contact the teacher directly through email, phone, and/or a parent/teacher meeting to discuss solutions.

**Step 3: Parents approach the Department Chair.**
If still no resolution, the parent should contact the Department Chair to discuss their concerns to see if he/she can help mediate a resolution. If the DC is the teacher of concern, then move to step 4.

**Step 4: Student and parents contact an administrator.**
If steps 1, 2 and 3 have not resolved the issue, the last step is to directly contact an administrator to further the resolution process.

Robyn Cross (Administration/Principal) – rcross@smhscs.org
Dennis Archuleta (Administration/Dean) – darchuleta@smhscs.org
Eric Baxter (Counselor)– ebaxter@smhscs.org

**Transfer Students**
Students who transfer into St. Mary’s High School from another high school may transfer courses taken for credit at another fully accredited high school prior to admission. The student will be interviewed and must provide an approved transcript to the counselor. The grades of students transferring into SMHS will be recorded on the SMHS transcript in accordance with the SMHS grading scale as discussed above. Students coming from home-schooled programs may be required to present a body of
evidence for course-work taken in order to be awarded credit for those courses on their transcript.

**Withdrawal From School**
If a family decides to withdraw a student from St. Mary’s High School, the counseling office is to be given an amount of time to obtain transfer grades and complete the necessary paperwork. The student must follow the checkout procedure and the family will complete a withdrawal form. All outstanding fines, fees and tuition must be paid prior to the student’s departure. Scholastic records (ie, transcripts) will be withheld until all financial obligations to St. Mary’s High School are met. There will be a $500 early withdrawal fee assessed for any withdrawal prior to the last day of the current academic year. Refund of any prepaid tuition may take up to 90 days.

**Concurrent and Dual Enrollment**
Concurrent & Dual enrollment courses are college courses that students can take during high school that count both for high school and college credit. They are typically taken by students who are looking for a challenge, a competitive advantage in enrollment, and a head start on their college coursework.

St. Mary’s High School has partnered with UCCS - CU Succeed and AVLI (Arrupe Virtual/Jesuit Online) for the purpose of offering local concurrent and dual enrollment options for our students. Students pursuing credits somewhere other than these options, must have the institution approved by SMHS administration.

Concurrent enrollment for credit is available with permission from counseling and administration for those students who have surpassed our course availability and met, or are scheduled to meet, the required 28.0 credits at SMHS to graduate. Juniors seeking to enroll in concurrent enrollment courses must have a cumulative GPA of 3.4 at the conclusion of their sophomore year. Seniors seeking to enroll in concurrent enrollment courses must have a cumulative GPA of 3.4 at the conclusion of their junior year. SMHS may grant up to 0.5 high school credits per semester course on a 5.0 scale. These credits are in addition to the 28.0 required credits for graduation. Please note, SMHS can not guarantee that a student's schedule will accommodate off-campus, in-person courses. Students may be assigned a period during the day to work on their courses.

To participate in the concurrent enrollment programs students must meet the requirements in the course catalog and complete and submit needed registration. A list of current course offerings (course catalog) and all necessary materials can be found at
this link (https://outreach.uccs.edu/hs/online)(https://www.arrupevirtual.org/course-catalog). Cost is determined by the university and is the responsibility of the student and his or her family.

UCCS - CU Succeed MathOnline course offerings and registration information can be found at the link below. Students must submit a student agreement packet for these courses. https://mathonline.uccs.edu/

College credit is available for dual enrollment through our PLTW program taught at St. Mary’s high school. It is graded on a 5.0 scale. A Dual Enrollment form can be obtained from the PLTW teacher.

Before enrolling in a concurrent enrollment course, the student must have written pre-approval from counseling and the principal; the student is responsible for all course fees. Credit will not be issued if a signed Dual Enrollment form is not on file prior to the start of the outside class.

**Independent Study**

Independent study courses are high school level classes that are not offered at St. Mary’s or that cannot fit into a student’s schedule. In this type of class, students meet either online or in person with a certified instructor. Assignments are given to the student to study and complete independently within the timeframe assigned by the instructor or course requirements. Parents may be responsible for any costs incurred. The course will be noted as Independent Study on the student’s transcript.

Written pre-approval for all independent courses must be granted by the counselor, department head, and principal. Independent study students may be assigned to a study hall for their class. Students needing to retake a failed course must take the full online course for credit (credit recovery courses will not be granted credit).

**Academic Support**

**Academic Support Program**

*Prerequisite: Administrative Approval*

The Study Skills class provides:

- Individualized attention focused on building high school/college level study skills and positive academic habits that lead to success in a school environment;
• A small group setting (typically 8 students or fewer) to allow for individual attention to academic progress and needs;
• A routine of checking grades and planning weekly in advance which leads to better organizational and time management skills;
• Consistent accountability that encourages students to become fully engaged in their high school learning experience;
• Students learn ways to avoid procrastination, strategies for staying on task, techniques to become more consistent with homework completion and ways to improve test taking skills.

Additional Benefits:

• Students and the ASP Teacher identify and examine academic areas to improve.
• Encourages students to develop self-advocacy skills to improve communication in all aspects of their educational experience and life.
• Students become aware of their own learning styles, how they process information, so as to enhance their ability to learn and comprehend information.
• The ASP Teacher helps each student identify positive learning characteristics and to appreciate his/her strengths.
• The ASP Teacher helps students become more self-aware to improve decision-making and performance.

Special Education
St. Mary's does not offer Special Education programs, courses or services. While we may accept students with limited special learning needs, the extent to which we are able to modify our college preparatory classes and curriculum is limited to accommodations that are consistent with the overall philosophy and rigor of those classes and curriculum.

Accommodation Plans
St. Mary's offers accommodations similar to those offered by colleges, universities, ACT, and the College Board (SAT). Students who request accommodations or enter St. Mary's High School with an Accommodation Plan from a previous school must provide one of the following:

• A letter from a medical provider explaining the diagnosis with a *DSM-5 code and recommendations for academic accommodations. The doctor's letter must be dated within 6 months prior to enrollment.
• A written report of a completed psycho-educational evaluation for cognitive and academic functioning through a licensed provider and have a completed report diagnosis with a *DSM-5 code and recommendations for academic

St. Mary’s offers the following accommodations in classes, if one of the above criteria is met:

- Access to an alternative quiet testing room.
- Extended time on tests (1.5 times Normal).
- Access to a computer with text to speech software (student provided).
- A copy of class notes provided by a teacher or peer as needed.
- Preferential seating in the student’s classroom.

NOTE: Doctors and other evaluators may make recommendations based on their evaluation other than what is listed. However, St. Mary’s is only able to provide the accommodations listed above. All accommodations must be approved by the counselor and the principal.

Miscellaneous

Study Halls
Study Halls are assigned to a teacher’s classroom. Teachers are assigned and students are monitored. No study halls will be assigned to the front office or counselor’s office. Students choosing to take a study hall are held responsible for bringing work to class, using their time wisely, and adhering to the same policies as other classes. Cell Phones should be turned off and remain in backpacks during this time. Earbuds, headphones, smartwatches... are NOT allowed. Chromebooks may be allowed based on teacher discretion. Misuse of study hall time will result in a detention or further disciplinary action. A maximum of one study hall is allowed per semester. Study halls do not count towards academic requirements.

Teacher Assistants
Only seniors are eligible to serve as a TA and only one (1) per semester. The senior cannot concurrently have a TA position and study hall in the same semester. TA positions are only available in active academic classrooms (teaching of a live academic class must be occurring during this TA assignment) and require the approval of the academic instructor, the counselor, and principal. A form may be obtained from the counseling office. TA’s will follow the school’s cellphone and electronic policy.
**Semester Exams**
As part of our college-preparatory philosophy, written summative exams are required for all students at the end of each semester.

**Early/Late Exams**
Parents and students should make every effort to arrange their vacation plans, college visits, etc., to accommodate the semester exam dates. In the event that a student requests to take his or her exam(s) early or late, that student must have the appropriate form (counseling office) signed by the parent, teacher, principal, and counselor. **Due to the additional preparation and organization needed, the student will be charged a $25 fee for each exam.** All request forms for early or late exams must be submitted to the front office at least two weeks prior to the scheduled exam date.

**AP Exams**
Students taking AP classes must take the AP exam. Fees for the AP exam will be collected at the beginning of the school year. The AP exam does not count as the semester exam.
PIRATE CODE OF CONDUCT

Conduct and Behavioral Standards

Pirate Code of Conduct
St. Mary’s students are expected to conduct themselves at all times, both on campus, off campus and online, in a Christian manner showing respect for themselves and others. It is each student’s responsibility to have self-discipline and to abide by all school rules and regulations. A student is considered at all times and places to be a member of the St. Mary’s High School student body. As such, each student must be conscious of their actions at games, dances, rallies, and other gatherings of students. Courtesy, respect and lawful behavior should be manifested at all times. St. Mary’s reserves the right to handle cases involving student conduct and actions regardless of when and where such cases take place if they are of a nature bringing discredit upon the school, are in conflict with the values for which St. Mary’s stands, or are in violation of law or the reasonable rights of others. Policy 2001 Non-Discrimination and Anti-Harassment is an essential element of the SMHS code of conduct.

Academic Campus Violence Prevention
St. Mary’s is committed to providing a safe violence-free academic campus for our students and team members. Due to this commitment, St. Mary’s students shall not engage in any physical confrontation with a violent or potentially violent individual, students shall not behave in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any student will not be tolerated.

All students bear the responsibility of keeping the academic campus free from violence or potential violence. Any student who witnesses or is the recipient of violent behavior shall promptly inform the administration. No student will be subject to retaliation, intimidation or discipline as a result of reporting a threat in good faith under this guideline.

Any student engaging in or suggesting violence against the St. Mary’s High School, its employees or its property will be prosecuted to the full extent of the law.

Academic Integrity
St. Mary’s High School encourages each of its students to actively participate in the learning process and considers academic dishonesty a serious offense. This includes cheating, plagiarism, inappropriate computer or technology use, deception or misrepresentation.
**Academic Dishonesty**

Includes, but not limited to:
- Copying or reproducing another student's homework and claiming it as his or her own
- Using open notebooks, texts, or other course materials without permission
- Exchanging answers with another student
- Taking credit for group work in which the student did not significantly participate
- Forging an adult's signature, altering or impersonating an adult's communication
- Citing other work as the student's own
- The use of AI (ex: ChatGPT)
- Aiding or abetting others in acts of academic dishonesty
- Stealing, taking pictures, or otherwise acquiring and/or distributing or posting a teacher's quiz, test, assignment answers, or a teacher's manual regardless of whether the information contained was in fact used to cheat

Cheating is not acceptable behavior at SMHS. Thus any student caught cheating will receive an automatic zero on the assignment, project, test or exam.

**Acceptable Internet Use Policy**

This policy is to inform parents, guardians and students of the rules governing the use of school, building and personal technology resources/devices while on or near school property, in school vehicles and at school sponsored activities, as well as the use of school or building technology resources via off-campus remote access.

St. Mary's High School is pleased to offer students access to school computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or school-provided. While using school and personal technology resources, including social media platforms, on or off school property, in school vehicles, and at school-sponsored activities, each student must act in an appropriate manner consistent with school and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.
Loss or Damage

It is the student’s personal responsibility to monitor and care for his/her technology when either in or outside of the building. For example, during field trips, sporting events or other events that students may be attending, St. Mary’s is not responsible for the care or storage of personal technology.

- If your property is lost, damaged or stolen it is your (the student’s) responsibility to take the necessary steps to replace your technology in reasonable time.
- Loss or theft of property must be reported to your teachers and St. Mary’s student life office by the next day after the occurrence along with accompanying police reports or insurance documentation. It is expected that the student will make arrangements with the teachers so as not to fall behind in coursework.

As digital citizens St. Mary’s students understand:

- Any computer work may be lost; students should take steps to back up school work.
- Information from the Internet that students read may not be true.
- Bullying and Cyber-bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying and Cyber-bullying is not tolerated at SMHS. (Reference Policy 2001 Non-Discrimination and Anti-Harassment)
- The SMHS network, computers and Chromebooks belong to St. Mary’s High School and using them is a privilege, not a right.
- Students may not create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, racially inappropriate, or intimidating to others.
- The intent is to make Internet access available to further educational goals and objectives, students may find ways to access other potentially inappropriate materials as well. St. Mary’s High School does not condone nor permit the viewing or use of inappropriate material and uses content filtering software to protect students to the extent possible. Parents are also strongly encouraged to monitor their student’s Internet activity.
- Content filtering tools are not completely fail-safe and while at school; direct supervision by school personnel of each student using a computer is desired but not always possible.
- Student online activity is not private; even when generated on a personal device. Teachers and school staff may review students’ work and activities at any time. Any and all SMHS logon histories can be inspected. This includes Internet
history/cache anytime during the school year. For example; teachers may track SMHS logon access and activities today, last hour, last week or last semester.

- In addition to the St. Mary’s Acceptable Use Policy, it is the students duty to follow individual teacher’s individual classroom policies governing acceptable use.
- Students may not take pictures, record calls, conversations or classroom instruction, without written consent from the teacher or school administration.

**Dress Code**

**Philosophy**

At St. Mary’s High School, the dress code reflects the Catholic values that we strive to instill in our students; modesty, unity, respect for others, and positive self-worth. The context for our dress code stems from our mission and philosophy of education. St. Mary’s High School seeks to maintain an atmosphere that is conducive to the highest quality of learning and animates the mission of our school. In an effort to maintain structures for students which will help their growth in maturity, personal responsibility and self discipline, St. Mary’s institutes a Dress Code policy. It is the responsibility of students, parents and staff to implement this code. The school believes that appropriate dress and appearance reflect positive motivation, professionalism (business casual), as well as respect for oneself and for the school community.

**Everyday Dress**

*Young Men and Women*

- Hair must be clean, neat, and well-groomed with no unnatural colors, bleaching, streaking, or tips. Completely shaven heads, shaving or carving lines into the natural hairline or eyebrows, dyed, bleached or tinted hair and the like are not acceptable, unless medical reasons approved by the principal. Fads and extreme hairstyles will not be allowed. Students are expected to comb, brush, style or otherwise groom their hair before they arrive on campus.
- Official SMHS apparel may be worn at any time. Sweatpants are not allowed.
- Crew neck sweaters may be worn at any time. V-neck sweaters are not allowed.
- Clothing may not be sheer, strapless, backless, frayed, or have holes. Undergarments shall not be intentionally visible. Hats, hoods, or sunglasses are not to be worn in the school building during the school day.
- Students are not allowed to display any clothing, jewelry, accessories, or
styles that reference, support, or encourage division including, but not limited to, (1) drug or alcohol use, (2) racism or hate speech, (3) profanity, or (4) weapons or violence.

- No visible tattoos; bandages may not be used to cover them.
- A student not adhering to dress code will either not be allowed to attend class until wearing proper attire, or be asked to change. Parents will be notified and may be asked to bring appropriate attire. The final decision as to the safety or suitability of the clothing, hair, or jewelry will be left up to the dean of students.

Young Men Hair and Grooming

- Young men should have a short hairstyle. Hair should be kept off the ears, collar and eyebrows. Any hairstyle that is outlandish or inappropriate, in the judgment of the administration, is prohibited.
- Young men are to be clean-shaven each day. Sideburns should be kept short and neatly groomed. Administrators and office personnel reserve the right to ask a student to shave if necessary. The dean of students will provide the means to shave.

Young Men Accessories

No facial, ear, or other visible body piercings for young men. Band-aids or other materials are not allowed to cover visible piercings. No gauges or earrings. No nail polish or makeup allowed.

Young Women Accessories

Young women are allowed to wear modest makeup. Makeup must look natural. No unusual or excessive makeup, i.e. distracting colors, such as black lipstick. Nail polish (to exclude black) is acceptable. Nails should appear natural in length. No extreme nail patterns or decorations, including jewels and initials shall be worn. Young women may have a maximum of 2 piercings per ear and other simple jewelry. No facial or other visible body piercings are allowed. Band-aids or other materials are not allowed to cover visible piercings. No gauges.

Shirts

Young Men and Women

Shirts must be neat, clean, and modest. No flannels, or logoed shirts. Polos with a very small logo are acceptable. No shirts that are excessively tight or baggy; no holes or tears. No more than the first button undone. Only official SMHS T-shirts are permitted. Only crew neck necklines are allowed. No
v-necks. Abdomen and back may not be visible at any time. Boy’s shirts must be tucked in with belts for everyday dress and Mass dress. Young women may tuck or layer their shirts (the layered items, to include plain, crewneck T-shirts, must be visible and extend beyond the outer shirt, no skin visible below the bottom of shirt at any time). Long sleeve thermal-type or long-sleeved T-shirts are not to be worn underneath short-sleeved shirts. Shirts may not be worn over hooded sweatshirts.

**Sweatshirts/Outerwear**

*Young Men and Women*

- Only approved SMHS hoodies, SMHS sweatshirts, and SMHS quarter zips may be worn.
- No denim, camouflage, or leather jacket material allowed (exception is SMHS letterman jackets).
- Heavy coats and outerwear clothing (vests…) may not be worn indoors during school hours.

**Pants/Shorts/Skirts/Dresses**

*Young Men and Women*

Young women’s dresses must have appropriate necklines (crew neck at collarbone, no exposed cleavage). Neat, clean pants, shorts can be worn to school. Pants and shorts must be khaki-style (uniform-style). Pants, shorts, and skirts must be worn at the waist.

- **Pants:** Everyday pant dress must be khaki-style (uniform-style) solid colors with an appropriate fit. **Not allowed:** white pants, patterned or striped pants, stretchy jersey, knit, synthetic, denim jeans (of any color), canvas pants, yoga pants, leggings, jeggings, leather pants, pajama pants, flannel pants, joggers, cargo pants, faded, torn or patched pants, sweatpants, warm-ups, camouflage, fatigues, excessively baggy pants are not allowed. Pants must be neatly hemmed at the bottom and should not be worn if frayed at the hems.
- **Student belts may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.**
- **Buckles must be plain and not overly large.**
- **Shorts:** Shorts must be khaki-style (uniform-style) solid colors with an appropriate fit and length. Shorts need to be hemmed and have pockets. Must be mid-thigh. No denim, leather, athletic, or cargo shorts allowed.
- **Skirts/Dresses, Stockings:** Young women may wear skirts or dresses
(prints and patterns are allowed) for everyday dress. Skirts and crew-neck dresses must be modest and fit appropriately. No denim or leather material allowed. Skirts and dresses should be knee-length or longer. No sheer material allowed. Sleeveless dresses are acceptable if the material reaches the edge of the shoulder and the arm opening is fitted and not excessively large. No other sleeveless dresses allowed, including but not limited to spaghetti straps and sundresses. Solid neutral color leggings may be worn under appropriate length/approved skirts. Stockings or socks above-the-knee are not allowed.

**Shoes**

Shoes are required at all times. Athletic shoes are allowed for everyday dress code (they are not allowed for formal Mass dress). No slippers, flip flops, Croc-style or Birkenstock-style sandals are allowed at any time. No writing on shoes and shoelaces must match. Boots must stay below the knee. Open-toed shoes may not be worn as everyday dress.

**Weekly Mass Dress**

For weekly Wednesday Masses, students must wear House T-shirts (for the entire day). We will sit in Houses for our weekly mass. Hoodies will not be worn during weekly mass. A dress shirt may be worn under the House t-shirt. Please note, any celebrated Spirit Week dress code (i.e. Homecoming, Snowball, etc.) will not include Wednesdays (ONLY Monday, Tuesday, Thursday, and Friday).

**Formal Mass Dress (or Special Occasion)**

On designated Holy Days or special occasions (i.e. Senior Mass, Grandparents’ Mass, etc.), students will be required to wear formal Mass dress. These days will be announced in advance. NOTE: Previous guidance regarding modesty and fit of clothing applies for formal Mass dress. Denim is never considered dressing up, thus denim is not allowed for formal Mass dress.

Mass Dress includes the following:

**Young Men**

Modest dress slacks, dress shirts, ties, crew neck sweaters, sports coats, suits, belts, dark socks, dress shoes (no athletic shoes).
Young Women
Modest dress slacks, skirts, crew neck blouses or dresses, suits, crew neck sweaters, and dress shoes/sandals with a heel strap. Open-toed sandals may be worn only for formal Mass dress and not for everyday dress. A light sweater or cover-up must be worn over sleeveless dresses as Mass dress. (See requirements for dresses in the everyday dress section above.)

Athletic Game Day
Optional dress for all team members on game days per approval from coach(es) and Dean of Students.

Young Men and Women
- Team uniform top (if appropriate) or common team shirt.
- Regular dress code pants/shorts are required. No sweatpants.
- Dress or Athletic shoes.

Cheerleaders
- On days they cheer at a game, they must wear their uniform with uniform pants.

Dress Down Days (Jean Days/Spirit Days)
Dress down days will be every Friday, unless otherwise announced, with a $1 fee in support of SMHS clubs. Students must pay the day of; no IOUs will be accepted. Change is available.
On dress down days, students may opt to wear denim jeans (no holes or frays) with their St. Mary’s affiliated T-shirts or hoodies. Hoods and hats may not be worn during the school day.

Summer Dress Code
Summer dress code is slightly more relaxed than the everyday dress code. All clothing must be free of holes and tears. Clothing should maintain the modesty and decency of our everyday dress code. Jeans, cargo pants, and shorts are allowed. Shorts should be mid-thigh or longer, and dresses and skirts must be knee-length or longer. No athletic shorts are allowed except during PE class. Shirts/T-shirts/blouses must not have any references to alcohol, drugs, crime, or any other impropriety. Flip flops are not allowed. Sandals with heel straps, boots, and sneakers are allowed. Shoes should be closed-toe. Students may NOT wear hats, sunglasses, slippers, sweatpants, or leggings. Students must be clean shaven and clean in appearance.
**Discipline Policies**

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents or guardians and St. Mary’s High School. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students. Acts of misconduct warrant a consequence. Consequences will ordinarily be detentions in an attempt to modify poor choices or behavior. Incidents of serious misconduct may require a meeting of the Disciplinary Committee and may result in an out-of-school suspension, probation, separation, or expulsion. Parents will be notified of the offense and consequence and have the opportunity to meet with administration to discuss corrective action. A second incident of serious misconduct during the student’s four years will place the student on disciplinary probation and/or result in separation or expulsion.

- Students are to respect and follow the directives of the faculty and staff at all times. Student behavior in the classroom should contribute to, and not hinder, the learning process.
- Acts of misconduct will warrant a disciplinary response. In the interest of learning, the response will be both appropriate to and corrective of the behavior in question.
- It is each student’s responsibility to have the self-discipline to abide by all school rules and regulations.
- The Administrative Team reserves the right to use its discretion in the application of sanctions regarding any infraction of the rules of SMHS. This includes the immediate separation (dismissal) or expulsion of a student if the violation warrants this response in the view of the Administrative Team.
- St. Mary’s High School reserves the right to search students, their lockers, backpacks, cars, cell phones, chromebooks, and possessions on campus or at school events without prior notice.
- Patterns of behavior, either on campus, off campus, or online, that discredit a student or the school will not be tolerated. Such behavior may result in the student’s referral to the discipline committee, suspension, expulsion, or denial to re-register the following year.

**Discipline Offenses**

The following offenses have been designated as procedural or behavioral and will be handled by administrative personnel. These offenses may result in a combination of possible consequences ranging from warning, detention, suspension, probation, separation, or expulsion. If the student has multiple offenses, the most serious offense will take precedence. Accumulated violations will be construed as defiance. A Discipline
Committee may be convened depending on the severity and/or repetition of the offense(s). Parents/Guardians will be notified of any offense and subsequent consequence, and will have the opportunity to conference with administration.

**In Class/School Conduct**

- Students are not allowed to bring food into classrooms or halls. Students are allowed to bring SMHS Cafe drinks or water in closed containers into classes and school buildings. No disposable containers allowed (disposable cups, cans, bottled drinks...).
- No pushing, yelling, or inappropriate language on campus or at school-related activities.
- Students are not allowed inside the front office (except in the case of illness).
- Students are required to come to class prepared with needed materials and homework.
- Students are expected to show respect for teachers, fellow students, and others’ property.
- No student is to leave the classroom without a pass.
- Class is dismissed by the teacher and not by the bell.
- Students are required to be on time to class and in their seats when the bell rings or they are considered tardy.
- Students are to remain quiet during morning or afternoon prayer and announcements.
- Halls remain empty and quiet while classes are in session out of respect for others.
- Students are required to adhere to Policy 2001 Non-Disrimination and Anti-Harassment

**Conduct at Social Dances and Functions**

Students are expected to be mindful of the principles that guide SMHS dress code and policies. All school rules apply at all school-sponsored dances. St. Mary’s High School reserves the right to administer a breathalyzer to attendees and have a police officer present.

**Guest Policies for School Dances**

A parent or guardian of the student wanting to bring a guest must notify the administration to arrange a guest pass.

- A Guest Pass Approval Form must be turned in one week prior to the event.
- The student bringing the guest is responsible for the guest’s dress, behavior,
and for making the guest aware of the policies in the SMHS Handbook.

- Prom is reserved for juniors and seniors only (see Prom Policy for dates). St. Mary’s High School sophomores must be approved as a guest of an upperclassmen. Freshmen may not attend. No non-SMHS underclassmen are allowed to attend.
- The principal, assistant principal, or dean of students reserve the right to refuse or allow any guest.
- Guests 19 years of age and older are not permitted at SMHS dances.

**Conduct at Athletic Events**

St. Mary’s High School follows all Colorado High School Activities Association (CHSAA) rules. All SMHS school rules apply at athletic and extracurricular events. The opposing team should always be treated with respect. SMHS Associates (students, faculty, staff, administration, family of SMHS students/associates) attending SMHS school events at an opposing teams facility are required to follow the opposing teams rules and follow the SMHS code of conduct.

**Conduct on School Buses or Vans**

Students riding in school vehicles are expected, at all times, to observe all school vehicle behavior and safety rules. Students should board the vehicle in an orderly manner, remain seated, with seat belts buckled while the vehicle is in motion, keep aisles and windows free of obstructions, and leave the vehicle in an orderly manner after making certain that all trash and personal belongings have been removed from the vehicle. At no time are students to behave in any manner that distracts the driver or endangers the safety of vehicle occupants, extend any part of their body out of the windows, make derogatory or inappropriate gestures, tamper with any part of the vehicle, or deface or damage any part of the vehicle or its equipment. Throwing items in the vehicle or out of windows is not allowed.

**School Attendance**

Regular and punctual attendance at school is expected and required. Students are required to be in school for the entire school day. This includes Masses, retreats, assemblies, and pep rallies that are considered an important and integral part of the SMHS educational program and therefore considered mandatory. Schoolwork, both in and out of class, is a top priority. Other activities or appointments should be scheduled before or after the school day whenever possible.
In order to participate in athletic events or other extracurricular activities, students must follow CHSAA rules (see the CHSAA & Co-curricular section) regarding minimum class attendance requirements.

A student absent ten (10) or more school days from the same class in any semester will have his or her record reviewed by the principal or dean of students and a parental conference will be held. At this conference, disciplinary measures will be outlined, which could entail the loss of academic credit for any course with over ten absences and a subsequent request to withdraw from St. Mary’s High School. Consideration will be given in the event of extended illness or injury.

**Excused Absences**

Excused absences are those involving illness, injury, family or personal emergencies, family funerals, and court responsibilities. Absences for any other reason, including family vacation time, must be pre-approved by the principal. The front office must receive a written, email, or verbal contact from parents/guardians regarding the absence prior to or on the day of, or absence will be considered unauthorized and the student will be marked as unexcused.

Whenever possible, medical and dental appointments should be scheduled after school, on school holidays, or during vacation periods. No student will be released during an all school assembly or Mass. If a student must be released early from school for medical or dental appointments, the parent must notify the office in advance. In addition, the student must notify each teacher in advance. For an absence to be excused for a medical or dental appointment, the student must bring in a written excuse from the provider’s office. Providers’ offices can provide these.

The school does not encourage absences for trips and other non-school-related activities. It is difficult for a student to miss class days and make up homework and class assignments. Pre-approval must be obtained from the principal for anticipated absences other than emergencies (i.e. vacations, extended holidays, non-school sports trips, some school activities, etc.). The request should be received prior to the anticipated absence. It is the student’s responsibility to obtain all homework assignments in advance from his or her teachers. The decision of the principal, based on the circumstances of the case, will determine whether the absence is excused or unexcused.
Unexcused Absences
Unexcused absences are those due to reasons not mentioned above or without parental and principal permission. A note, email or call from a parent explaining a student’s absence does not necessarily excuse that student. In all cases, the principal reserves the right to determine whether an absence is excused.

Suspensions
All suspensions are considered out-of-school suspensions and work is unexcused. Students who miss a test during this period will receive a zero.

Late Work due to Absence
St. Mary’s enforces a school-wide late work policy to maintain consistency and create an equitable learning environment. All missed work must be made up. Work assigned prior to an excused absence is due upon the student’s return to school. Any work assigned during a student’s excused absence will be granted one make-up day for each day absent. In the case of an unexcused absence or suspension, late work will not be accepted, and the student will receive a zero. Missed tests may not be made up for unexcused absences or suspensions.

Leaving Campus during the Day
If a student must leave school early, a parent or guardian must contact the front office to excuse the student. The student will receive an early dismissal slip and be allowed to leave the classroom at the appointed time. Students must then report to the front office to sign out. Please note that only persons authorized by custodial parents in writing will be allowed to pick up a student during the school day.

- St. Mary’s High School is a closed campus (to include buildings and courtyard). Students may NOT leave campus during school hours without parent permission. Students must be escorted to and from school buildings to retrieve items from vehicles in the parking lot.
- Attendance at all school liturgies and school assemblies is required of all students.
- Student attendance is mandatory at all class retreats. Retreats are considered a part of the SMHS academic curriculum.
- A teacher may not grant permission for students to leave campus. Parents must contact the front office in advance of their student leaving campus.
- A parent or guardian must contact the front office directly in advance of their student leaving campus. Texts and emails sent from parents to student’s cell phone will not be considered valid ways of communication.
• A student leaving campus for school activities, i.e. field trips, other than athletics will be given a permission slip by the teacher to be signed by the parent in advance. A teacher may recommend the student not be excused from class.

• Students are not permitted to drive other students for school sponsored activities during school hours. SMHS is not responsible for students driving other students after school hours.

• Students who become ill during the day must report to the front office so that the parent or guardian can be contacted. Any time spent in the sick room by a student will be documented as class time missed and parents will be notified. Students requiring the sick bed for more than one hour will be sent home. Cell phones will not be permitted while the student is in the sick room. Students will use the front office phone to contact their parent(s).

Tardiness
All students are expected to be punctual for class. Tardies are to be recorded by teachers for each period of the day. A student will be considered tardy if he/she is not in the classroom and in his/her seat when the final bell rings. A tardy will be automatically considered unexcused. If a student has approval by a note from the teacher or counselor, they must report to the front office to receive an official tardy slip in order to return to class. This will then be documented as excused by the front office.

• All tardy students must report directly to the front office for a tardy slip.

• Students will serve a detention for 2 or more unexcused tardies.

• A doctor’s note is required to excuse a student’s tardy due to a doctor’s appointment.

• Any student tardy to 1st period will be unexcused unless the parent calls or the student brings a written note at time of arrival with stated reason from the parent, guardian, or health care provider. “Student tardy” designation will remain unexcused if school receives no communication from parent or guardian by end of the day.

Consequences for Unexcused Tardiness
• A detention will be assigned and parents will receive notice.

• Additional unexcused tardiness will result in additional detentions (SEE DETENTIONS).

• Unexcused tardiness accumulates for the entire school year.
Medical Hardship
Medical hardship exists when a licensed physician certifies to the principal’s satisfaction that a student is medically impaired to the extent that the student cannot regularly participate in or complete a course’s requirements. Hardship arrangements may include:

- a course requirement extension of up to ten school days
- a schedule change with a “WF” or “WP” withdrawal indication for a course dropped with more than ten school days remaining in the course
- a schedule change with the current grade recorded as the final grade for a course dropped with less than ten school days remaining in the course

Consecutive Absences/Extended Illness
Parents of students who have missed five or more consecutive days due to extended illness will be contacted by administration to discuss the situation. A doctor’s note must be provided.

Lunch
SMHS is a closed campus. To maintain a safe, secure campus, students are not permitted to leave campus for lunch or to order outside food to be delivered to the school. Parents may not call to excuse students to leave campus for lunch, however parents may make arrangements to pick up their student (only, not a group) and take the student off campus for lunch. Students must either bring a sack lunch or purchase lunch from the Cove. Students may not open a tab in the Cove. If a student needs credit to use in the Cove, they may open a tab in the Business Office that must be paid off every seven (7) days.

Cell Phone Use
St. Mary’s has adopted an “Away for the Day” electronic device initiative for the 2023-24 school year. In becoming a cellphone/digital-free space (except chromebooks) for students, cell phones and other digital device use is now prohibited on St. Mary’s campus at ALL times during the school day (7:30-3:10, to include zero hour, study halls, and lunch). Electronic devices such as: smart watches, fitness bands, earbuds, headphones, and other devices with recording, internet, or communications capabilities are prohibited (exception: SMHS chromebook).

Cell phones and other digital devices are to be turned off and not visible on campus during the school day (7:30-3:10). If a non-authorized device is visible in class (even if the device is just out on the desk or a student is checking the time, and/or even if a student is wearing earbuds and they are off) it will be confiscated. Devices worn, in pocket, on students, or in use will be confiscated and discipline will be assigned.
Students must keep their cell phone or electronic device(s) turned off and in their backpack or locker for the day. Locks are available. If preferred, students may turn their cell phone or electronic device into the Dean’s office daily for storage until the end of the school day.

Parents or guardians are asked to call the front office to contact their student during the day. Students will be allowed to make land-line calls. Any student in violation of policy will have the cell phone or electronic device taken from them, and given to the dean.  
**First violation:** Warning, student may retrieve phone or device at the end of the day.  
**Second violation:** Detention, student will turn in their cell phone to the dean’s office on a daily basis for the remainder of the semester. Other electronic devices will be confiscated until parents pick up.  
**Additional violations** will be considered behavioral and result in further disciplinary actions.

**Public Displays of Affection**  
School is not the place for public displays of affection. Passionate embraces and/or kissing, sitting on laps, etc., are not permitted. One warning will be given, and then a referral will be given. Parents will be notified.

**Searches**  
**Locker/Desk/School Provided IT Devices/School Administered Shared Drives/School Area Searches**  
All lockers and other school areas provided for student use on school premises remain the property of the school and are subject to inspection and search pursuant to this policy, to include canine searches. Unapproved locks on lockers shall be removed.

**Search of Persons and Property**  
While on school property, the administration reserves the right to search or inspect any object, of any kind or nature, that is in the possession of a student, including without limitation, backpacks, phones, all computers, electronic devices, and cameras. Administration may authorize the search on the school premises if there is reasonable cause. The scope of the search shall be to determine whether illegal substances are present, a device itself violates school policy, or whether an object or information contained in or on the device (files, images, documents, music, text messages, call records, software programs, etc.) is in violation of school policy.
Motor Vehicle Searches
Students, by virtue of driving and parking a vehicle on or by school property, are deemed to have given prior consent for a search of any motor vehicle that has been brought by the student or his/her companions onto school premises. This includes canine searches. The administration may authorize the search of any motor vehicle on school premises if there is a reasonable cause to suspect that contraband is contained within the motor vehicle. Upon request by administration, the student or the driver will immediately relinquish the keys to the motor vehicle subject to the search and will remain with administration until released by the appropriate school official.

Procedural Offenses
- Food/Beverage in Hallways/Classrooms
- No Pass or Tardy Slip
- Tardy to School or Class
- Speeding on School Property
- Classroom Disturbance
- Cellphones, earbuds, smartwatch, headphones...
- Dress Code
- Inappropriate Language
- Inappropriate PDA

All disciplinary infractions will be reported to the student and parent/guardian and a referral will be filed. A procedural offense will result in a warning (1st time offense) or a detention. If a student accumulates three (3) or more detentions in a semester, the offense(s) will then be considered behavioral and escalate up in consequence to include suspension or probation. Depending on the severity of the repeated offense(s), the discipline committee may convene to determine the appropriate consequences.

Detention
- Lunch detentions will be served the day of or following day after the infraction.
- Detentions accumulate over the school year. The parent or guardian will be notified of all detentions via phone call from the dean’s office.
- Students must be prompt to detention and observe all rules. While in detention, the student is required to remain silent and do any assigned acts of service. Failure to report promptly or behave properly in any assigned detention may result in an additional disciplinary action.
Non-Discrimination and Anti-Harassment Policy (reference Policy 2001)
St. Mary's is committed to providing an environment free of discrimination, harassment, disrespect, or other unprofessional conduct. Therefore, the School does not discriminate or harass and does not permit its associates to discriminate against or harass others because of race, color, religion, sex, pregnancy, marital status, national origin, citizenship, political activity, veteran status, membership in state or federal military forces or military reserves, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition (cancer-related or genetic characteristic), or any other consideration made unlawful by applicable laws. Sex and marital status is defined in alignment with the Catholic faith and teachings.

Reporting procedure (reference Procedure 2001.01 Non-Discrimination and Anti-Harassment)
St. Mary's High School (SMHS) exists to educate students in the Catholic tradition to be responsible, moral, critical thinkers, and leaders well-prepared for college and life. To accomplish this mission, personal behaviors must be aligned with Catholic values. The SMHS Non-Discrimination and Anti-Harassment Procedure addresses the procedures required when instances of discrimination, harassment or other prohibited conduct are encountered by SMHS Associates (students, faculty, administration & staff).

HARASSMENT, BULLYING, DISCRIMINATION, INTIMIDATION, RACISM, THREATS, AND FIGHTING (Per St. Mary's Harassment, Violence & Discrimination Policy & Procedure, 2001.1)
In a Catholic Christian atmosphere, there are many ways of dealing with disagreements between individuals that are both effective and respectful of the persons involved. Intimidation, harassing behaviors, bullying and threats are not acceptable or tolerated at St. Mary's High School. This also includes, but is not limited to, both texts and photos posted on personal social media accounts, and any written words of defamation, edited photos or graphics shared on the Internet sites or social media apps regarding students or employees of the school.

St. Mary's High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect, and compassion. Extremist symbols and logos create a hostile school environment or disrupt the educational process. Therefore, the display of photos, graphics or symbols and/or the use of language that is harassing, offensive, vulgar, racist, sexist, or includes any negative messaging that represents discriminatory viewpoints are not acceptable on lockers, clothing, vehicles, notebooks, or other items and will result in disciplinary intervention.
Examples of such symbols include, but are not limited to, the Confederate flag, swastikas, and swastika variants.

**Bullying and Harassment**
SMHS is committed to providing a learning environment that is free from harassment and discrimination. Bullying of any kind interferes with this development and, therefore, will not be tolerated. Bullying or harassment occurs when an individual is subjected to treatment or an environment which is hostile or intimidating because of, but not limited to, the individual's race, creed, color, religion, national origin, physical disability or sex. Bullying or harassment can occur any time during school, school-related activities, online, and both on and off campus as representative of St. Mary's High School. It includes, but is not limited to, any of the following:

- **Verbal Bullying or Harassment**: Derogatory comments and jokes; threatening words spoken to another person, e.g. spreading sexual gossip, offensive or suggestive comments. Calling another student gay, lesbian, or homosexual goes against the spirit of SMHS.
• Physical Bullying or Harassment: Unwanted physical contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

• Sexual Bullying or Harassment: Includes unwelcome sexual advances, requests for sexual favors, requesting or sharing of pictures that are of a sexual nature, or other verbal or physical conduct of a sexual nature, e.g., patting, pinching, intentionally brushing against another student’s body.

• Cyberbullying or Harassment: All instances that meet the definition of verbal bullying/harassment or sexual bullying/harassment that are carried out through a virtual platform, such as social media, texting, or email, will be classified as cyberbullying.

**Reporting procedure**
The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. All incidences of bullying will result in a referral to the principal, assistant principal, or dean of students.

**Substance Abuse**

**Tobacco**
Tobacco is prohibited on campus, at the Grace Center, and at school related functions (home or away). This includes cigarettes and chewing tobacco. In light of St. Mary’s goals for the health and welfare of our students, violators will be subject to consequences of a Category 3 offense.

**E-Cigarettes**
E-cigarettes, also known as vapor cigarettes or vape pens, are not allowed on campus or at any SMHS event or event where SMHS is a guest.

**Alcohol and Drugs**
Using or being under the influence of, possessing, trading, selling, offering trade, or giving away alcoholic beverages, controlled substances, paraphernalia associated with controlled substances, performance-enhancing drugs, hazardous substances on campus, near the campus, St. Mary’s property (including Grace Center), at any school-sponsored activity, or at a time or place involving a St. Mary’s student will not be tolerated. St. Mary’s reserves the right to test or require a student to be tested if substance abuse is suspected. A student’s or parent’s refusal to have a student
tested will be treated as testing positive. It must be clearly understood that any student who sells, distributes, or provides alcohol or drugs on campus, school property, Grace Center or at school-sponsored events may be immediately expelled.

Student behavior, either on campus or off campus, which discredits a student or the school, will not be tolerated. Such behavior may result in the student’s referral to the discipline committee, suspension, expulsion, or denial to re-register the following school year.

**Drug Testing Policy**

St. Mary’s is focused on the education and welfare of the whole person, and this program is simply one component in our student wellness efforts. We work closely with our parents and families to develop and nurture the whole person through spiritual and academic formation. Our mandatory random drug testing program is an enhancement to the school’s existing education and prevention initiatives that encourage students to make positive choices to avoid the dangers of using illegal substances. The primary purpose of the testing program is to help students and school environment remain drug-free by providing them with another tool to counter peer pressure to use substances that alter perception or behavior. St. Mary’s goal is to continue to be positive, proactive, and collaborative with our students and their parents, and do everything we reasonably can to prevent the painful consequences of substance abuse. To this end, all students will be subject to random drug testing throughout their four years at St. Mary’s.

St. Mary’s uses a hair sample for drug testing. For more information on this method, visit [http://www.psychemedics.com](http://www.psychemedics.com). Several times a year, students will be randomly selected for drug testing. Student names are not included with the test. Results are sent to the principal, and only the principal, assistant principal, and dean of students are informed of results. Parents will be notified immediately of a positive result.

**Consequences**

Consequences of a positive drug test reflect our hope that the student gets the necessary help and returns to good health. Consequences for Positive Drug / Alcohol Infraction or School Awareness of Drug Use are cumulative over the student’s time at St. Mary’s.

**First offense:**

If a student fails a drug test, the student and parent(s) meet with administration immediately to view and discuss test results. The following program is put in place immediately:
● The student is suspended from school for 2-3 academic days. (see Category 3 Offense and Out-of-School Suspension Policy).

● The student is to schedule a professional medical assessment (a list of counselors can be provided by St. Mary's). Verification of an appointment for assessment must be provided before the student can return to school.

● The student and parents agree to submit to and complete a course of rehabilitation as prescribed by the medical professional. The student agrees to share all medical assessments, recommendations, and progress reports with the principal, assistant principal, or dean of students. The family will sign a medical release for the sharing of this information.

● St. Mary’s will require the student to be tested during the 90 days following the positive drug test. The student will be hair-tested again at the end of 90 days. All future drug tests required or administered by St. Mary’s are at the expense of the family. Violation or refusal of these rules will be viewed as a second offense for the student, and the student will be separated from school.

**Second offense:**
A second offense consists of a positive test (by urine or saliva sample) during the 90 days following the first offense, at the end of the 90 days (by hair sample), or testing positive a second time during the student’s remaining time at SMHS. Parents will be called in for consultation. The student will be separated from the school (see separation). The student may reapply after one full semester. Consideration for readmission will be given if a rehabilitation program is completed and the student’s drug test proves drug-free.

**Third offense:**
A third positive drug test during a student’s time at SMHS will result in the student being expelled from St. Mary’s immediately (see expulsion).

**Breathalyzer**
St. Mary’s High School administrators have hand-held breathalyzers for use during the school day and at school-related functions. The purpose of these instruments is to detect the presence of alcohol in the expired air of an individual. Levels are recorded as Blood Alcohol Content or BAC%. St. Mary’s reserves the right to test or require a student to be tested if alcohol use is suspected. A student’s or parent’s refusal to have a student tested will be treated as testing positive. St. Mary's goal is to continue to be positive, proactive, and collaborative with our students and their parents, and do everything we reasonably can to prevent the painful consequences of substance abuse. To this end, all students may be subject to testing throughout their four years at St. Mary’s.
Procedure:
1. At least two staff members will be present during the testing.
2. The purpose and outcomes will be explained to the student.
3. If alcohol is detected, the parent/guardian will be contacted immediately and required to transport the student home.
4. The student and parent/guardian will be required to meet with administration. The incident will be taken to the discipline committee for review.

A student’s failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Weapons
Carrying, bringing, using, or possessing a weapon on school property without the prior approval of the Administration is prohibited. Examples include:
- a firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm
- any pellet, BB gun, or other device, whether or not operational designed to propel projectiles by spring action or compressed air
- live ammunition is prohibited on SMHS campus

Possession is defined as having physical possession under the control of or belonging to a student, whether it be in a car, locker, backpack, or other location, while on the school grounds or participating in a school-sponsored activity. When a student has violated this policy, expulsion policies shall be initiated immediately.

Behavioral Offenses
- Harassment/Violence/Discrimination/Bullying and other prohibited conduct defined in Policy 2001 Non-Discrimination and Anti-Harassment
- Repetitive Misbehavior
- Defiance
- Insubordination
- Cheating/Plagiarism
- Off-Campus without Permission
- Going to Parking Lot without Permission
- Excessive Profanity/Vulgarity
- Graffiti
- Repetitive Absenteeism/Truancy
- Misconduct at Athletic Events/Extracurricular (field trips)
- Misconduct on a Bus/Van
- Substance Policy Violation
- Internet/Social Media Policy Violation
- Vaping
- Theft/Vandalism
- Causing Physical Injury to Person(s)
- Repetitious/Malicious Disruption
- Weapons Policy Violation
- Reporting False Accusations
- Excessive Speeding/Reckless driving
- Damage to SMHS property

All disciplinary offenses will be reported to the student and parent/guardian and a report referral will be filed once an investigation is complete. A behavioral offense may result in a suspension, probation, separation, or expulsion. The discipline committee may convene to determine the appropriate consequences.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct, whether that conduct occurs on campus or off-campus, including conduct that adversely affects the education process or the mission of the school community.

- Examples of such off-campus behavior include, but are not limited to, electronic, internet or cell phone threats; inappropriate pictures; cyber-bullying; harassment; sexting; threats of violence; alcohol possession, sales, or use; fighting; hazing; drug possession, use, or sales; reckless driving; sexual assaults; and inappropriate use of social media sites.
- Interventions may include the same penalties as school policies and removal from participation in school activities, athletic leadership roles, school leadership positions, and graduation ceremonies.

**The registration of a student at St. Mary’s High School is an expressed agreement on the student’s part and on the part of the parents or guardians to comply with the policies, procedures and all instructions of the school.**

**Suspension**

A suspension is a temporary dismissal from school and all of its activities on and off campus including practices, games, or activities for the day.

- A suspended student is excluded from school activities, sports and
ceremonies.

- The suspension starts immediately and ends at the beginning of the next school day following the suspension.
- For example, a two-day suspension which is in place for Thursday and Friday does not end until the following Monday. (This assumes Monday is a regularly scheduled school day.) Thus, the suspended student is excluded from and may not attend or participate in any SMHS school activities, sports, practices, or ceremonies scheduled either on campus or away during that weekend.
- The parent or guardian will be notified of all suspensions and a conference will be required. The school reserves the right to pursue all legal avenues when students have violated the law.
- Any student receiving a suspension must relinquish any athletic or leadership title for the term of their suspension.
- Suspended students are encouraged to complete all missing work but will not be given credit for assignments or quizzes/tests missed during the course of the suspension. The student will receive a zero.
- Students with a suspension on their record may not be allowed to run for future office. The decision is up to the administration and is based on improvement since misconduct.

NOTE: A student’s record of suspension will be reported to any school, college, or university that requests such information.

**Discipline Committee**

The Discipline Committee may consist of members of the administrative team, faculty and community representatives. The Committee will convene when needed for cases of serious misconduct or in cases where repeated attempts for correction have failed.

**Disciplinary Probation: Behavior Contract**

The Discipline Committee reserves the right to use this corrective measure if deemed necessary to modify student behavior. The parent or guardian and the student will meet with the Discipline Committee to be notified of the student’s expectations, guidelines, and athletic restrictions that need to be followed during the disciplinary probation period. Violation of these expectations, guidelines, and restrictions will result in separation or expulsion from SMHS. Please note that probation is reported on the student’s permanent record.
Process of Appeal Concerning a Disciplinary Decision
If the parent or student disagrees with a disciplinary decision, an issue resolution process for an appeal is available through the principal.

Separation
A serious or repeated infraction of school regulations may also result in separation. The student must leave SMHS for the remainder of the semester, following semester, and/or academic year, whichever the Discipline Committee decides is appropriate. The student will make educational arrangements elsewhere. To return to SMHS, the student must reapply and be accepted by the Admissions Committee. During the period of separation, the student may not attend any on-campus or school-sponsored activity either at SMHS or other sites. The parent/guardian may choose to withdraw their student from SMHS rather than have the term “separation” attached to the transcript.

Expulsion
Expulsion is the permanent separation of the student from SMHS. The student is no longer allowed on campus or at any school-sponsored event either at SMHS or other sites. It is impossible to list all types of behavior that could result in probation, suspension, separation or expulsion.
CHSAA & CO-CURRICULAR ACTIVITIES

St. Mary’s offers a number of both CHSAA sanctioned and other sports, clubs and activities.

CHSAA

Athletics
Athletes are expected to follow SMHS policies as well as the rules set forth by the Colorado High School Activities Association and Tri-Peaks League or the appropriate league for the particular sport.

- The student athlete is to obey training and conduct rules appropriate to his or her obligation to teammates, coaches, teachers, and the school, as well as to all representatives of hosting and visiting schools.
- A student is ineligible to compete in athletics upon reaching the age of 19, unless his/her 19th birthday is after August 1st.
- A student athlete must be responsible for arriving at practice on time and remaining until it is over, unless excused by the coach.
- In order to letter, a student athlete must be eligible under the rules of CHSAA and the appropriate league for the particular sport.

Absences and After School Activities
A student must be in school attendance for all class periods in order to participate in an after school practice or game. Special circumstances will need the approval of administration prior to missing school.

Athletic Clearance
Students are required to turn in the following items for athletic clearance:

- A current physical examination with a physician’s signature, parent signature and a verification of accident insurance protection.
- A Risk Warning card.
- An Emergency Information Card.
- A Financial Participation Form.

Once these items are on file, the student will receive an athletic clearance form to take to the coach on the first day of practice.
Eligibility

St. Mary's High School is dedicated to the principle of academic excellence. While sports and other activities are an important part of high school, they will not overshadow the purpose of SMHS to prepare the students academically to be successful in life after high school. Academic athletic eligibility at SMHS is determined under the Constitution and by-laws set forth by the Colorado High School Activities Association (CHSAA) and the policies of St. Mary’s High School.

CHSAA guidelines state that if two failing grades are received at the end of a semester the student is ineligible the next semester until the quarter grading period. SMHS follows the stricter guidelines, namely, a student who receives two failing grades or two or more D's is ineligible for participation in interscholastic competitions for that grading period. It is not a right, but a privilege, to participate in the athletic program at SMHS. In keeping with this privilege, certain additional responsibilities must be met, including more stringent academic requirements for eligibility. Passing grades must be maintained in all of the student’s courses.

Grades of those participating in the athletic program will be checked at the beginning of each week. Ds & Fs will be reported to the athletic director on Monday morning. He will notify those students, whose failing students will be reported to the head coach. Those students will be ineligible to compete in scrimmage or games until the next week’s grade check at which time the student athlete must be passing all courses in order to regain eligibility. When a student is ineligible, he/she may not dress in uniform, sit on the bench or be introduced at the opening of the game. The ineligible player may attend the game only as a spectator. Reinstatement of students eligibility will be made collaboratively by the student’s teacher(s) and the athletic director. The school will objectively and consistently apply eligibility requirements to all students. If there is a dispute in eligibility or consistent application of the eligibility rules, the student may request a review by the principal.

Additionally, to be eligible to participate in co-curricular activities, a family must not be delinquent on its financial obligations to St. Mary’s.

Co-Curricular Activities

Clubs

Students are encouraged to seek membership in one or several of the recognized clubs. All clubs must have the approval of administration and be sponsored by an approved
adult, usually one of the teachers. They are also to be self-supporting. A few of the current clubs are National Honor Society (NHS), Spanish National Spanish Honor Society, Student Ambassadors, National Art Honor Society (NAHS), Link Crew, Drama Club, Forensics, Youth Philanthropy Club, and Environmental Club. No club, sport, or activity may create its own social media account without the written approval of both the principal and the Director of Communications/Marketing.

The House System

The House System supports all aspects of student life. It joins students of different backgrounds and grade levels – of different talents and interests – into a new foundation for student activities. It increases school spirit. The primary goal of the House System is to increase the pastoral care of each student and encourage a sense of family through faith, knowledge, and service.

The primary objective of the House system is to enable all students, not just those who hold a specific title, to embrace their potential for leadership and to become part of a multi-grade community, which is responsible for the academic, social, and spiritual growth of all its members. The House system allows students and faculty time to play and pray together, as well as time for positive peer-to-peer growth. An alternative form of student governance, the House System allows students from all grades to build relationships across classes by older students mentoring younger ones. Class identity is still encouraged, while creating new traditions as well.

Each House at St. Mary’s is named after a contributor to the field of education for St. Mary’s. Every faculty and staff member will belong to a House. St. Mary’s High school is a place of long tradition. Founded by the Sisters of Loretto in 1885, this new tradition does not replace the old ones, but builds on the family, the friendships, and community that we already have. Just as the beauty of our faith is ever ancient, and always new; so our school is built on a firm foundation, but is always building new traditions.

House System Mission Statement

The primary purpose of the St. Mary’s High School House System is to further the mission and ministry of the school by working proactively to:

1. To enhance pastoral care by providing each student with at least three significant adults – who monitors and supports their academic, social, and spiritual growth
2. To foster community and build relationships between students and faculty
3. To provide increased leadership opportunities for all students
4. Promote unity among students and growth of relationships between grade level
5. Inspire academic excellence and development of each individual’s gifts and talents
6. Integrate faith more fully into community life and nurture a vibrant school spirit

**House Council**

The House Council is a leadership organization of elected students who meet regularly to plan events and to represent the students. Leadership, service, citizenship, achievement, fun, and learning are the goals of the House Council. The House Council comprises the elected officers from each house. Student officers must maintain a “B” or better in all classes to run for, as well as remain in, office.

The student body is led by the School Captains, a senior boy and a senior girl, elected by faculty and peers. In addition to School Captains, House Coordinators are responsible for student leadership of each House. These students meet regularly with the House Director. Each Mentor Group elects one Group leader, one Service Leader, one Activity Leader, and one Ministry Leader. Seniors and juniors assist House Leaders in all House activities; sophomores act as assistants to Student House Leaders; while freshmen provide general assistance in school activities.
PARENT RESPONSIBILITIES

Volunteer Hours (Time or Treasure)
St. Mary's recognizes the importance of parental involvement. St. Mary's provides the opportunity for parents to participate as parent volunteers and help support the students, faculty, and staff at St. Mary's. All of the students benefit from family involvement. St. Mary's High School families are expected to volunteer a minimum of 30 hours each school year (June 1-May 31) in activities that directly support the SMHS community. Families may choose to opt out and instead pay $450. St. Mary's High School uses a mobile Community Service app, MobileServe, that allows you to: find events that need your help and instantly log your hours, and see your totals.

- Please download MobileServe! https://app.mobileserve.com
- Login is your School email address. Password is your first name (all lowercase) and birthdate (mmddyy). For example: (sam050703)

Financial Obligations
Each semester all financial obligations must be met, or a satisfactory arrangement made with the Business Office, before a student can enroll for the following semester. Unless the family has an approved plan with the school, tuition must be current at the semester. If not, the student will not be enrolled the following semester and official transcripts will be withheld.

Transcripts of grades and final diploma may be withheld until all obligations have been met. If tuition payments should fall in arrears, a late charge of $25 per month will be assessed. Payment in certified funds or with a credit card will be required if the tuition obligation falls more than 30 days behind.

Students receiving Financial Aid will be expected to maintain a GPA of at least 2.0 and a positive pattern of leadership, attendance, and behavior. Failure to do so will result in the loss of their financial assistance.

VIRTUS Training (parent volunteers)
VIRTUS is an online program created by the National Catholic Risk Retention Group in the United States with a “Protecting God’s Children” component. The program includes a background check. Both are needed before any parent can begin volunteering around students. Contact the Business Office for information on how to complete the VIRTUS training. This requirement is the same for all faculty, staff, coaches, and volunteers.
Please find attached an acknowledgement of these requirements and a Volunteer Confidentiality Agreement. Both completed forms must be returned to the Business Office.

Also attached is the Virtus Registration Form which provides additional information, should you need it when registering. Don’t worry about reading the right side of the form. They are screen shots of what you see when you register. The left side gives additional instructions on how to complete the registration.

Here are the steps to take to complete your background check and take the Virtus training:

- Click on the link VIRTUS Registration to access the VIRTUS Registration Page
- Enter the “four letter alphanumeric code” — J316
- Create a User ID and a Password
- When selecting your Primary Role - DO NOT SELECT BACKGROUND CHECK ONLY
- Follow the process for Background Checks
- You will be taken to the VIRTUS Online Home Page

You’ll note that the Required Documents tile is red, please read and acknowledge the Diocese Sexual Misconduct Policy, Interactions and Behavior Summary, and the Letter from the Bishop.

The background check process and initial VIRTUS training should take about 45 minutes to an hour to complete. You can start the VIRTUS training, take a break, and come back to complete it later. It doesn’t need to be completed in one sitting, although it is recommended that you do.

Please note that the background check process must be completed before you begin employment, coaching, or volunteering. The initial VIRTUS training should be completed within 2 weeks of the date of this email.

If you have already completed your background check or training on VIRTUS through your employment or parish, please log onto VIRTUS and create a role at St. Mary’s High School. That way, we will be able to see your profile.
MISCELLANEOUS

**Chromebooks**
For the 2022-23 school year all students in grades 9-12 will receive a Chromebook for their use at school and home. Students will receive a Chromebook User Agreement (See appendix A) between SMHS, parents, and students for the care and instructional use of the Chromebook. The goal of our project is to improve student achievement by personalizing learning and increasing students’ ownership of their learning. Only school-issued Chromebooks are allowed on campus and for use in classrooms. Personal computers will not be permitted on campus to maintain the integrity of the school networking system.

**Automobiles**
All students are required to purchase a permit for their cars and park on campus, out of respect for our neighbors and for safety and security reasons. No student parking will be allowed on the street. Assigned parking spaces can be purchased through the business office beginning the week before school and continuing throughout the school year. Students will be assigned a designated space and are required to park only in their assigned space. A student will be given one warning for not parking his or her car on campus, followed by detention for the second violation.
- Seniors will have first choice, then juniors, and sophomores, etc.
- To get a parking permit the student must provide a driver’s license, car registration, and proof of insurance to the student life office.
- Parking spaces are $60, $50, $40, or $30 per year depending on the space the student chooses.
- Loitering in vehicles, careless driving, obstructive parking, speeding, failure to purchase parking space, and parking in the wrong area are all violations of school policy.

The school is not responsible for damage to vehicles or theft of valuables in parked vehicles in the school parking lot.

**Materials Damages**
Students are provided textbooks and a Chromebook at no cost. The cost to repair/rebind books and Chromebooks will be charged to the student. If a book or Chromebook is lost or too damaged to use, the student will be charged the full cost of the item. Each student is provided a Damage Assessment Sheet at the beginning of the year to record the condition of the books received. At the end of the year, that sheet is used to assess
and assign any fees. Student book numbers are digitally recorded. If the student does not return the book assigned to them, the student will be assessed the full price for a new book.

**Copy Machines**

Use of copy machines is restricted to faculty and staff. Students, including teacher’s assistants, are not permitted to use the front office copier. If students need to make a copy of an item for academic purposes, they can ask for assistance at the front office where there will be a $0.25 fee.

**Art Class Fee**

Students participating in an Art Class will be charged a $35 fee for art supplies.

**Emergency Drills**

Students must learn the emergency procedures and instructions for each class. Teachers will instruct students regarding the posted exit procedures including specific instructions for rapid and safe primary and secondary exits. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is the sole purpose of prompt and efficient evacuation. When an alarm sounds, every person in the building will evacuate according to directions that have been given.

Response to the alarm is to be prompt, quiet, orderly, and disciplined. Teachers are to take class list/grade books and instruct all students to walk in single file to the nearest assigned exit. After exiting the building, teachers will lead students to a safe distance and take attendance immediately. Each group will quietly remain standing until school officials give further directions.

**Field Trips**

Field trips are privileges afforded to students; no student has an absolute right to take part in a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements. A form provided by the school is to be completed by the parent or guardian granting permission for the student to participate in the field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Students are held accountable for all school rules on field trips.
Illness, Communicable Diseases, and Health Requirements

If a student becomes ill during the school day, he or she should obtain permission from the teacher to report to the Front Office. The student’s parent or guardian will then be contacted to discuss further action. No medication will be administered by any school personnel unless the parent has made prior arrangements. If the student has permission for medication, it is his or her responsibility to report to the Front Office at the proper time. An individual record will be kept of such prescription medication administered by school personnel. Students are not to have over-the-counter medication such as Tylenol, Advil or aspirin on the school grounds.

Any student having a communicable disease will be dealt with on a case by case basis in accordance with guidelines for that disease issued by both state and local health departments, including the Centers for Disease Control, as well as an examination and a determination by the administration of the overall impact on the learning environment of the school. In such cases as chicken pox, measles, or mumps, students will not be allowed to return to classes until the school receives doctor’s notification as to risk of infecting other students. Parents are to keep students at home in severe cases of influenza or strep until the student is no longer contagious. Students should never be sent to school if they have a fever, are vomiting, or have diarrhea. In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have had contact, and the broader school community. These situations will be dealt with in a spirit of Christian charity and understanding.

St. Mary’s High School follows the Colorado Department of Health’s immunization requirements and recommendations for grades 9 through 12. Colorado law also provides for a mandatory exclusion policy for students who have not been immunized or do not receive immunizations within 60 days after enrollment. If a student’s immunizations are incomplete due to a medical, personal, or religious exemption, they will not be allowed to attend classes if there is an outbreak of any diseases for which they have not been immunized.

Mass

Mass is a time for the student body to come together as a faith community. Spiritual formation is an integral part of student life at St. Mary’s High School. Mass is celebrated daily in the school. All school mass is scheduled and celebrated once per week and for special school events. All students, Catholic and non-Catholic, are expected to participate in liturgical celebrations.
**Lockers**

Student lockers are assigned at the beginning of the school year. It is a student’s responsibility to keep the locker clean and free of excess paper and waste. Lockers should be able to close fully at all times. Posters and/or pictures that are inappropriate or offensive will be removed. Decorating exterior locker doors is not permitted except for sports or spirit or prior approval from administration. Students are cautioned to keep only those materials necessary for schoolwork in their lockers. Students should bring only a minimal amount of money or other valuables to secure in their lockers.

Locks are the property of the school and may not be replaced with personal locks. Students wishing to have a lock need to request one. Students who remove another student’s lock or enter another student’s locker for any reason will receive disciplinary consequences. Costs to repair damaged and defaced lockers are billed to the student to whom a locker is assigned. A fee of $10 will be charged for a replacement lock.

**Lost and Found**

The school cannot be responsible for lost or stolen property but will make an effort to assist students in recovery of lost or stolen items. A lost and found center is maintained in the Front Office, and all property found should be turned into the office. Unclaimed clothing and other items will be turned over to benevolent organizations periodically. Students are strongly encouraged to leave valuable items, including large amounts of cash, at home.

**Pregnancy**

Acknowledging that human life at all stages is a sacred gift from God and that abortion is never a Catholic alternative at any stage of pregnancy, students who become pregnant deserve and need the full support of the administration, teachers, and other students. This is not to condone unwed pregnancy but rather to protect the sacred gift of the life of the unborn child and to extend love and compassion to those involved.

It is recommended that pregnant students be allowed to remain in school. The health of the pregnant student, however, is the primary consideration for continuation of attendance. If attendance in the classroom is judged not to be in the best interest of the student, the school community, and the unborn child, then arrangements for home study will be made. The school should continue to assist the student through graduation. Ongoing counseling should be offered to pregnant students and their parents or guardians. Catholic Community Services may be called upon for counseling and/or adoption services if requested. If, in specific cases, the welfare of the pregnant
student would be better served by keeping the pregnancy unknown, options for bringing the baby to term in some other setting should be explored with the student, her family, Catholic Community Services and other community agencies. In this case, the intent would still be to assist the student to continue her studies in some fashion.

**Prescription Medication**

Please let the office know if your student has a chronic medical condition i.e., diabetes, asthma, seizures etc. even if they do not need medication during the school day. This ensures that if something happens during school hours, we have the most up to date information to share with those involved in care. If your student does require emergency medications to be kept at school, we need new paperwork and prescriptions yearly.

Students must submit all medication information and medication to the Front Office where it will be securely stored. The office personnel, with the appropriate permission form which has been completed and signed by a student’s parent or guardian, may administer medication. At no time should students keep medication on their person while at school unless the appropriate Self-Carry Contract has been completed and turned into the Front Office.

**MEDICAL FORMS:**

- Allergy Health Plan Form
- Asthma Health Plan Form
- Medication Permission Form
- Seizure Action Plan Form
- OTC Self-Carry Contract
- Asthma Self-Carry Contract
- Allergy Self-Carry Contract

**School Closing**

In the event of hazardous weather or any emergency that may threaten the safety or health of students and staff, the principal is authorized to close school, delay the starting time, or schedule an early dismissal. Students and parents need to have special arrangements for transportation in case school closes early. School closure or any change of schedule will be communicated via text or email. School closures will also be announced over the radio and TV stations if possible. Normally the morning school closure reports will be aired between 5:30 and 6:00 am. If no report is heard, school will be in session.
In the event of early dismissal due to inclement weather, we will adhere to the following procedures:

- All students are to remain in their classrooms until their groups are called.
- Students may sit in their classrooms and call their parents on their cell phones.
- Students must have permission from a parent to go home in a carpool.
- Once the majority of students have left, the administration will announce employee dismissal over the PA system.

**School Photos**

The school reserves the right to use pictures taken by faculty, staff, or students during school activities for any school publication, such as yearbook, or school marketing materials, to include, but not limited to the school’s website, social media accounts, and printed materials. Any parent opposed to this policy must send a letter stating the objection.

**Signs and Posters**

All signs and posters must be approved by the administration and must be removed by the end of the school day following the event or activity.

**Solicitations**

Students and staff are not allowed to sell any items on campus without prior approval of the principal. Any collection of money for any purpose must also be approved and processed through the Business Office.

**Student Residence**

SMHS students must reside with one or both parents or legal guardians for the duration of the academic year. Each student’s address, home phone and parents’ contact phone numbers must be kept current with the Front Office. If the school is unable to contact a student’s parents for lack of current information or if there is evidence that a student is not residing with one or both parents or legal guardian, it may be cause for immediate withdrawal.

**Use of School Name**

Members of the SMHS community may not use the school name and/or any school logos or identifying features in any manner whatsoever without the express written approval of the proper school administrator.
**Visitors**

All visitors must report to the Front Office for permission to be on campus or in the school buildings. No student is permitted to have a shadow student during the school day without obtaining permission from the Director of Admissions at least two (2) days in advance of the scheduled visit. Shadow students or prospective students must comply with the student dress code, school rules and Pirate Code of Conduct.

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**Appendix A - Chromebook User Agreement**

St. Mary’s High School (SMHS) - Parent and Student Home Chromebook Use Agreement 2022-23

Goal: Expand Digital Learning Opportunities
The goal of our project is to improve student achievement by personalizing learning and increasing students’ ownership of their learning. For the 2022-23 school year all students in grades 9-12 will receive a Chromebook for their use at school and home. This document outlines an agreement between SMHS, parents, and students for the care and instructional use of the Chromebook.

Educational Resources on the Chromebook
The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection. In addition to Google Apps, Infinite Campus (IC) Student Information System. Parents can also choose to receive updates and learn about their student’s classes.

Accessing the Internet at Home
The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet, including public libraries.
Care and Maintenance

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don’t touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don’t add stickers or markings to the Chromebook.
- Don’t eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or the Technology Director.

Responsible Use

Digital citizenship is an essential 21st century skill. During the school year, appropriate online behavior and acceptable use of resources will be reviewed. It is important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a school network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world.

Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying - encourage him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone - including current and future education admissions offices and employers.
- Only registered users in SMHS will be able to login to the Chromebook, and all usage can be monitored.
SMHS agrees to:
- Provide a Chromebook and accessories including, but not limited to, a battery pack, AC power adapter cord for each student (“School Issued Devices”), including a loaner device and replacement accessories if a Chromebook or its accessories need repairs.
- Provide filtered Internet access on the Chromebook while on campus.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.
- Repair or replace the School Issued Devices as further described below.

The Student agrees to:
- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Further, to only use the Chromebook to pursue personal interests that align with the SMHS Family Handbook. https://www.smpirates.org/page/current-pirates
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss to School Issued Devices caused by neglect or abuse on the part of the student or within the control of the student.
- Return the School Issued Devices to SMHS at the end of each school year. Failure to return and/or pay for damaged or missing School Issued Devices will result in a hold on the student’s records. SMHS reserves the right to repossess the School Issued Devices if the student does not fully comply with the terms of this Agreement.
- Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

Parents/Guardians agree to:
- Ensure your student understands appropriate care of the School Issued Devices in all locations.
- Review responsible Student Internet and Computer Use Rules Policy, and the Electronic Devices Policy with your student.
● Be responsible for the undersigned student’s compliance with the terms of this Agreement.
● Support student learning and the exploration of personal interests that align with school policies.
● Ensure that any damage or loss is reported to the school immediately. All School Issued Devices will be repaired or replaced by the school at the parent or guardian’s expense. No School Issued Devices are to be serviced by outside facilities.
● Parents/Guardians are financially liable for repair and/or replacement cost of the School Issued Devices except for normal wear and tear as determined by the Technology Director.

SMHS reserves the right to modify the terms of this Agreement upon notification to the undersigned at any time. Further, the undersigned student and parent/guardian hereby release the school and its affiliates from any liability or other responsibility with regard to the undersigned student’s or parent/guardian’s use or misuse of the School Issued Devices. The school may require the student and/or parent/guardian to bring the School Issued Devices to a location directed by the school for inspection regarding compliance with this Agreement. Chromebook Use Agreement