

STUDENT-PARENT HANDBOOK

San Miguel High School

Tucson, Arizona

2025-2026



The policies, rules, and regulations that are outlined in this Handbook represent a framework for an operating high school, and should be considered in the nature of a “living document”. The lists and examples used in the Handbook are not exhaustive and should not be considered comprehensive of all San Miguel policies. San Miguel administration reserves the right to change the policies, rules, and regulations found herein as it deems necessary. San Miguel will attempt to keep students and parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

General Admission and Tuition

San Miguel High School admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all schools. San Miguel High School does not discriminate on the basis of race, gender, disability, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

Enrollment at San Miguel High School is deemed to be an agreement on the part of both student and parents, or legal guardians, to cooperate with and support fully all policies, rules, and regulations of the school. The administration of San Miguel reserves the right to refuse registration or re-registration. If it is evident that parents and/or students do not support school policies, the administration reserves the right to suspend or dismiss the student from San Miguel High School.

ADMISSION

Admission to San Miguel High School is based on the following criteria, confirming readiness and/or an aptitude for a college preparatory curriculum: academic transcript, recent standardized testing results, teacher recommendations, a personal interview with the parent and student, confirmation of the completion of 8th grade, and the readiness for internship in a corporate setting. San Miguel High School administers placement tests to applicants for the 9th grade. The placement tests are part of the admission requirements and aid in placing students in the appropriate educational programs. Because San Miguel High School is financed primarily through the San Miguel Corporate Work Study Program and an adjusted family contribution towards tuition, all families are required to apply for financial assistance each academic year.

TUITION AND FEES

By attending San Miguel High School, students automatically receive a sizable amount of financial assistance. The family contribution to tuition is based on an agreement between parents and San Miguel High School. San Miguel High School will always strive to meet its obligations to our students, and asks that parents or legal guardians do the same. Each student's financial account, including parent hours, must be cleared at the end of each semester, in accordance with his or her chosen financial plan. In the event that tuition payments are not paid in accordance with the financial plan, the Director of Finance must be contacted. Otherwise, a late fee may apply. Failure to make payments as agreed, or make other arrangements with the Director of Finance, acknowledged in writing, may jeopardize participation in some school programs and continued enrollment. If tuition is not paid by the time of final exams, the student will not be permitted to take the final exams. This will result in a grade of "Incomplete" for the semester. Such grades do not transfer to any other school. San Miguel High School provides an affordable means of education for deserving young people and their families. The amount of required parent hours and the means to satisfy them are communicated to parents in writing at the beginning of each school year.

General Attendance

Consistent with our Lasallian commitment to a quality holistic education, San Miguel Catholic High School (“San Miguel”) affirms that school attendance is essential to the student’s academic, social, emotional, spiritual, and physical development. Students and parents are expected to work together to ensure that absences and tardiness are nonexistent or rare. Every second, minute, or hour of class time missed is detrimental to a student’s academic success. Parents and guardians can help their student’s success by supporting the implementation of these policies, especially by not scheduling appointments, vacations, college visits, or other events during school time, the latter of which includes not only classes, but liturgies, special events, and examinations as well. A school calendar is published well in advance and identifies vacation periods, days off from school, examination weeks, and other important school events. Exceptions to this General Attendance Policy may be considered by the Administration in accordance with the policies below.

Section I: Attendance Regulations

STUDENT ABSENCES FROM SCHOOL

Student attendance is required for all constituent components of the student’s educational program, including academic classes, credit-neutral programs (such as college planning, SAT prep, study halls, required tutoring hours, and so forth), and school cultural programs in support of the Lasallian Core Principles (such as liturgies and prayer services, assemblies, special lectures, and so forth). Failure to attend these courses and programs may result in loss of academic credit or other consequences.

All absences are normally considered ‘unexcused’, unless one or more of the following applies:

- The student has an illness that prevents school attendance
- There is a serious illness or death in the student’s immediate family
- The student has an emergency medical appointment
- There are circumstances that, in the sole judgment of school administration, are similar to the unavoidable nature of the conditions listed above
- The student has been authorized to attend school-sponsored activities off campus.

In order to treat the absence as excused, the school must be formally notified by the parent or guardian of the illness, death, or emergency appointment on each day of the absence, or of a time range in the case of an extended illness or emergency. Excused absences for illness will be changed to unexcused unless a doctor’s note is submitted to the health clerk on the day that the student returns to school. Absences for serious illness or death in the immediate family are only excused for three days unless extended by the attendance clerk or administration.

EXCESSIVE ABSENCES

San Miguel defines the ‘excessive’ absence threshold to be 10 days per semester. The student with absences, whether excused or unexcused, at or beyond this threshold is subject to academic consequences that may include the loss of academic credit(s) during the semester in question, or, in more extreme cases, loss of continuing enrollment status at San Miguel. The school’s goal is to ensure that students have adequate instructional time to succeed in their coursework, not to impose penalties.

In order to collaborate closely with students and families towards a positive outcome that allows the student to continue earning academic credits at San Miguel, the school will observe the following as appropriate to individual student situations: When student absences reach 5, the school will be in contact with parents about the absences, with the school personnel contacting parents determined by the nature of the absences. After 9 absences, the Assistant Principal will remind the student and parents of the 10 absence threshold. If the student then reaches 10 absences, 4 hours of additional attendance will be required to make up the work missed during absences. The 4 hours is typically scheduled on a Saturday, but 2 periods of 2 hours each can be arranged to accommodate family scheduling. The school may require different review or requirements to ensure that the student makes satisfactory academic progress.

School-sponsored absences such as athletic events at other schools, retreat leader attendance, or service as an ambassador do not count as a part of the 10 absence threshold.

LATE ARRIVAL OR EARLY DEPARTURE

Late arrival to or early departure on school days is treated as an absence. Parents, guardians and students are requested to not arrange appointments or travel such that late arrival or early departure are needed. All absences due to medical appointments require a doctor's note upon the student's return to school, or the absence will be treated as unexcused.

TARDINESS

Students are expected to arrive on time and ready to engage for all classes and other important school activities. As with absences, San Miguel's goal is make sure that students have adequate instructional time to succeed in their coursework, not to impose penalties.

- A student is considered to have a Morning Tardy if he or she is not in their first class, seated and prepared to work, by 7:45 am.
- After 5 Morning Tardies, the Assistant Principal will remind the student and parents of this handbook requirement that time lost to tardiness must be recovered. If a tenth Morning Tardy is reached, regardless of reason, the student is considered to have missed enough class time that make up work time will be required to make sure that the student makes satisfactory academic progress. Two hours of additional attendance will be required to make up this work. The 2 hours is typically scheduled on a Saturday, but 2 periods of 1 hour each can be arranged to accommodate family scheduling.
- For all other classes and important activities of the day, students who are not seated and ready to work when the bell rings receive a detention.

Tardiness due to school-sponsored activities, such as serving as a student ambassador, will not count toward the Morning Tardy total or result in the issuance of a detention. The school administration, in its sole discretion, may adjust the consequences outlined in this section if, after a conference with the student and parents/guardians, the circumstances warrant such action.

Section II: Responsibilities and Limitations when Absent

STUDENT RESPONSIBILITY

Our commitment to quality education as a community requires that students be just as involved as teachers in being concerned about completing their learning.

In the case of any unexpected absence, it is the student's responsibility, upon return to school, to promptly communicate with their teachers to arrange to make up work or assessments as appropriate to their situation and individual teacher policy (see below, Coursework and Student Absences). In the case of an anticipated absence, it is the student's responsibility to communicate in a similar manner and for a similar purpose as above with each individual teacher.

COURSEWORK AND STUDENT ABSENCES

It is always the responsibility of the absent student to communicate with teachers to clearly understand the amount and nature of the work missed and to convey any information which would impact the student's ability to complete makeup work under class policy.

In the case of an absence, the student may have the opportunity to complete coursework that is similar to or is an alternative to the coursework of other students on the day of the absence. The teacher is under no obligation to provide the absent student with the same coursework or same credit opportunity as other students. Coursework broadly encompasses all forms of student work, including homework, exams, projects, or presentations.

- The student with an excused absence will have the amount of time to make up work missed specified in each individual teacher's course guidelines unless other arrangements are made with the teacher.
- A student with an unexcused absence will be able to make up work missed during the unexcused absence in a course only as specified in each individual teacher's course guidelines, or as directed in any consequences or plans arranged by administration. Teachers are under no obligation to accept makeup work for unexcused absences unless the makeup work is part of an administrative consequence or plan for the student.

LIMITATIONS ON EXTRACURRICULAR PROGRAMS

Students absent from more than three classes will not be allowed to participate in extracurricular or co-curricular activities held that day, such as dances, attendance or participation in athletic events, or club meetings. For activities that occur on Saturday or Sunday, this rule will be based on attendance for the class day immediately before the Saturday or Sunday.

Section III: Procedures for Absences and Tardiness

ABSENCES

The parent or guardian must report the absence to the Attendance Office (520-294-6403 x 1116) before 7:45 am on the day of the absence.

The student who is absent due to a contagious disease such as hepatitis or mononucleosis must bring a physician's written release with them to school before being readmitted to class.

TARDIES

The student who is tardy at the start of the day (see above, Tardiness, Morning Tardy) or at the start of other classes must report to the main office to obtain an Admit Slip. Notes from faculty or staff will not be accepted in place of an Admit Slip.

UPDATED CONTACT INFORMATION

Parents and guardians are strongly urged to keep their contact information, especially work and cell phone numbers, current with the school in the event that the school must contact you with an absence related concern.

In the event a student is temporarily not residing at the address on file with the school, the parent(s) or guardian(s) are required to notify the school of the name and contact information of the adult responsible for the student within five days of the change.

Academics

As a college preparatory high school rooted in the Lasallian educational tradition, San Miguel Catholic High School aims to prepare every student for success in admission and degree completion at colleges and universities in Arizona and throughout the United States. These academic policies are meant to provide information to students and families about our expectations and procedures regarding the successful completion of our academic program.

These policies are grounded in the commitment of San Miguel Catholic High School ("San Miguel") to the following principles:

- We are deeply committed to an academic education of college preparatory excellence.
- We care passionately about the student's development as a whole person, and provide multiple opportunities for growth.
- We place a high value on the agency of the student in learning, and seek to celebrate student achievement in a variety of ways.
- We strive to enable a strong relationship of effective communication and shared action among all those invested in the student's academic success: the student, the parents or guardians, and the school's academic community of teachers, counselors, and administrators.

Section I: Eligibility for College Preparatory Diploma and Graduation

ACADEMIC CREDITS REQUIRED FOR COLLEGE PREP DIPLOMA

In order to be eligible to receive a college preparatory diploma from San Miguel, the student must satisfactorily complete the following course of studies. Not only do these graduation requirements meet or exceed the requirements of the State of Arizona for a high school diploma, they also are designed to help the student build a competitive transcript for university applications and financial aid, with regard to higher education at institutions both within the State of Arizona as well as out-of-state.

Academic Credits Required for Graduation [^]			
COURSES	CREDITS	COURSES	CREDITS
Health and Wellness **	1.0	Sciences (with laboratory work)	4.0
English Literature and Composition	4.0	Social Studies	3.0
Fine Arts	1.0	Theology and Religious Studies*	4.0
Mathematics	4.0	World Languages	3.0
Total Academic Credits			24.0

[^] San Miguel reserves the right to alter these requirements on short notice in extraordinary circumstances. Consult the Course Catalog for a full description of courses and credits.

** Applies to Class of 2026 Graduates and beyond.

* Certain students may be exempted from 0.5 to 2.0 credits in Theology and Religious Studies based on a transcript review (for incoming transfer students). As a general rule, the student is required to complete 1.0 credit in Theology and Religious Studies for each year of enrollment at San Miguel.

CREDIT NEUTRAL COURSES REQUIRED FOR COLLEGE PREP DIPLOMA

In addition to the courses required for academic credit, the student must also meet the following graduation requirements for Credit Neutral Courses throughout the student's career at San Miguel.

Credit Neutral Units Required for Graduation [^]					
COURSES	UNITS	REQ	COURSES	UNITS	REQ
College Planning	0.5	P	Business Practicum**	4.0	P
College Culture 101	0.25	P	Electives*	0.25	P
Test Prep Strategies	0.25	P			

[^] San Miguel reserves the right to alter these requirements on short notice in extraordinary circumstances. Consult the Course Catalog for a full description of courses and units.

** Certain students may be exempted from 0.5 to 2.0 units in Business Practicum based on a transcript review (for incoming transfer students). As a general rule, the student is required to complete 1.0 unit in Business Practicum for each year of enrollment at San Miguel.

CREDIT TRANSFER

Academic credits from other approved institutions may be eligible for transfer to the student's academic record at San Miguel. Credits approved for transfer from other institutions are used in the evaluation of diploma requirements at San Miguel, but are not used for calculating indicators of academic standing (for example, Grade Point Average, or academic rank). In both of the scenarios below, the approval process is managed by the Enrollment Advisor (or Principal in cases of escalation).

- Students applying to enter San Miguel with advanced standing (for example, applying to enter at Grade 10 after having completed Grade 09 at another institution) will have their prior academic transcript reviewed during the application process. Successfully completed courses that align with San Miguel diploma requirements will be noted in the student's academic record.
- Students with continuing enrollment status at San Miguel (for example, a student completing Grade 10 and advancing to Grade 11) who choose to enroll in and successfully complete courses at another institution (for example, as part of a summer enrichment program) are eligible to have those credits added to their academic record at San Miguel. In all cases, prior authorization from the Enrollment Advisor is required before the student begins the course, and the student is required to submit a final transcript of that course credit to the Enrollment Advisor within three weeks of completing the approved course. In the case of a senior student, no such transcript will be received any later than three weeks prior to the graduation ceremony.

CREDIT RECOVERY

Students with credit deficiencies in their academic record (that is, the condition of having not earned credit for a required course, typically resulting from a final grade of 'F' in any semester) are normally required to recover the deficient credit(s) with a passing grade in order to meet the diploma requirements outlined above. Whenever the

student follows an approved credit recovery program outside San Miguel, the student must submit to the Credit Recovery Supervisor an official transcript of the successfully completed Credit Recovery course in order for the recovered credit(s) to be noted in the student's academic record at San Miguel.

Prior to enrolling in a Credit Recovery program, the student must participate in consultation with and obtain formal approval from an academic administrator at San Miguel. Credit recovery programs completed without such prior approval are not eligible for credit transfer to San Miguel. Student enrollment in credit recovery programs is normally limited to no more than 0.5 credits (equivalent to one semester of one course) for each three-week period during the summer and winter sessions.

ELIGIBILITY FOR PARTICIPATION IN GRADUATION

In order to be eligible to participate fully in all graduation ceremonies, the senior student must be certified as having met the following requirement by the deadline specified. While it is the administration's responsibility to coordinate the certification process, it remains the student's responsibility to ensure that the conditions for each certification are met by the established deadline.

Eligibility Requirements for Participation in Graduation Ceremonies		
DEADLINE	OFFICE	CERTIFICATION REQUIRED
3 weeks prior	Enrollment Office	The student's academic record includes all courses required for a diploma.
3 weeks prior	Academic Administration	The student is in good standing with regards to the requirements of attendance and academic integrity.
1 week prior	Current Instructors	The student is on a passing trajectory in all final semester courses.
1 day prior	Finance Office	The student's account reflects a 'zero balance', including any unaccounted parent engagement hours.
1 day prior	CWSP Office	The student associate's employment account reflects a 'zero balance', including outstanding fines and fees. The student has returned all loaned materials.
1 day prior	Academic Administration	The student has returned all loaned materials, including books, locks, and parking passes and has cleared all unserved detentions.
1 day prior	Athletics Office	The student athlete's program is closed, including fees and uniforms.

In the case of a student who does meet the above certification requirements by the established deadline, one of two actions may be applied:

- The student may participate fully in all graduation activities, but will not be issued a diploma at the time of graduation. This is normally the case for students who will have had only 1 or less outstanding credits at the time of graduation but meet all other requirements (typically the case of a student with no more than one final grade of 'F' in the second semester of the senior year). The diploma is withheld until such time as the final credit has been achieved and certified.

- The student may not participate in any of the graduation activities and will not be issued a diploma at the time of graduation. This is normally the case for students who will have had more than 1 outstanding credit at the time of graduation and students who do not meet other required certifications by the established deadline. The diploma is withheld until such time as all graduation requirements and certifications have been met.

GRADUATION REGALIA

Students may only wear official and approved San Miguel gowns, caps, and academic regalia (such as honors cords, pins, sashes, and academic medals). No additional regalia is allowed during the graduation ceremonies (including but not limited to purchased or unofficial cords, sashes, pins, necklaces, medals, or additional adornments) and no authorized caps, gowns, and regalia may be altered, decorated, or adorned in any way. The student who does not comply with this regalia regulation is not permitted to participate in the graduation ceremonies.

Section II: Standards of Academic Achievement

PROGRESSIVE EVALUATION OF LEARNING

The academic schedule at San Miguel follows a semester system, in which final grades are assigned only at the end of each semester for every course. Grades that appear on progress reports during a given semester reflect a progressive evaluation of student learning, and therefore evolve throughout the semester continuously reflecting the cumulative progress of the student in an individual course. Only final grades are recorded in the student's academic record.

GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA) is a number used to indicate the student's overall level of achievement, as calculated by 'averaging' the final grades in all the student's courses. The student's Grade Point Average is mainly used in college and university applications for purposes of admissions and financial aid. See the table below for a summary of the GPA values used at San Miguel.

Semester (Current) GPA

The Semester GPA (also sometimes referred to as 'Current GPA') indicates the student's overall achievement level for the most recently completed semester.

Cumulative GPA

The Cumulative GPA indicates the student's overall achievement level for the student's entire career history at San Miguel, including the most recently completed semester. In the case of a student who transfers into San Miguel mid-career, the Cumulative GPA does not include grades from the student's previous school.

GPA Values for Honors and Advanced Courses

At the end of the semester, the student who has completed an honors or advanced course at the 'C' level or better receives an adjusted GPA value. See the table below for a summary of GPA values for honors and advanced courses.

LETTER GRADES



The following letter grades are used to indicate the level of student achievement at San Miguel. Only final grades (end of semester) are recorded in the student's academic record.

Outstanding Achievement: 'A'

The student consistently meets or exceeds the learning targets of the course as determined through end-of-course assessments, end-of-unit assessments, projects, assignments and so forth. In this way, the student demonstrates mastery of course concepts and skills to such a degree that the student can apply it to both predictable and new situations. The student makes exemplary contributions to the learning of the class.

Very Good Achievement: 'B'

The student consistently meets most of the learning targets of the course as determined through end-of-course assessments, end-of-unit assessments, projects, assignments and so forth. In this way, the student demonstrates a solid understanding of course concepts and skills, and can apply it to a variety of predictable situations. The student makes worthwhile contributions to the learning of the class.

Satisfactory Achievement: 'C'

The student meets many of the learning targets of the course in an inconsistent way as determined through end-of-course assessments, end-of-unit assessments, projects, assignments and so forth. In this way, the student demonstrates a satisfactory understanding of course concepts and skills, and can apply it to certain predictable situations. Contributions to the learning of class meet satisfactory standards.

Minimal Achievement: 'D'

The student meets some of the learning targets of the course as determined through end-of-course assessments, end-of-unit assessments, projects, assignments and so forth. The student is not yet able to demonstrate a satisfactory understanding of course concepts and skills in predictable situations. Contributions to the learning of the class occasionally meet satisfactory standards.

No Achievement: 'F'

The student does not meet the fundamental learning targets of the course as determined through end-of-course assessments, end-of-unit assessments, projects, assignments and so forth. No academic credit is earned.

Incomplete: 'I'

This mark indicates that the student has been granted additional time to complete the requirements of the course. This mark is normally used in situations when the student has been unable to make progress in the course due to extraordinary circumstances (e.g. severe illness, loss of a loved one, incapacitation) and has otherwise demonstrated a capacity for achievement that is satisfactory or better. The mark of 'I' is noted in the student's academic record until the deadline for 'Incomplete' coursework (normally before the end of the second week of the subsequent academic term - semester or summer session). After the conclusion of the 'Incomplete' period, the student receives a final mark corresponding to the student's overall achievement level.

LETTER GRADES AND EQUIVALENT VALUES

The following table indicates the equivalency between Letter Grades, percentage point number values, and GPA values (for final grades only).

Equivalency of Percentage of Points, Letter Grades, and GPA Values				
PERCENTAGE OF POINTS	LETTER GRADES	GPA VALUE COLLEGE PREP COURSES	GPA VALUE HONORS COURSES	GPA VALUE ADVANCED COURSES
93-100	A	4.0	4.5	5.0
90-92	A-	3.67	4.17	4.67
87-89	B+	3.33	3.83	4.33
83-86	B	3.0	3.5	4.0
80-82	B-	2.67	3.17	3.67
77-79	C+	2.33	2.83	3.33
73-76	C	2.0	2.5	3.0
70-72	C-	1.67	2.17	2.67
67-69	D+	1.33	1.33	1.33
63-66	D	1.0	1.0	1.0
60-62	D-	0.67	0.67	0.67
59 and below	F	0.0	0.0	0.0
n/a	I	n/a	n/a	n/a

ACHIEVEMENT STANDARDS FOR ARIZONA UNIVERSITIES

In order to qualify for competitive admissions and a variety of scholarships at universities in Arizona and elsewhere, San Miguel strongly advises all students towards final grades of 'C' or better in all 'Sweet 16' course requirements as outlined in the admissions guides for Arizona universities. For more information about these requirements, see for example <https://startnow.arizona.edu>.

SEMESTER EXAMS AND END OF COURSE ASSESSMENTS

Semester exams (end of course assessments) are to account for 10-20% of the student's evaluation for each course (the exact value for each course is communicated in the syllabus for that course). Because the exam (assessment) helps measure the composite development of student learning, including the advanced application of skills and knowledge to new scenarios, exemptions are not allowed.

Section III: Academic Honors

ACADEMIC HONORS AT GRADUATION

Special academic honors are awarded at graduation to students who meet the following criteria upon the conclusion of their academic career at San Miguel. These students are signified by a cord worn in the academic regalia during the commencement ceremony.

Academic Honors at Graduation		
HONOR	SYMBOL	CONDITIONS
Lasallian Scholar	Gold cord in regalia	Cumulative GPA of 3.70 and above
Brother Miguel Scholar	White cord in regalia	Cumulative GPA of 3.30 to 3.69

SEMESTER HONOR ROLL

At the end of each semester, Academic Honors are awarded to students who meet certain levels of overall achievement for the recently completed semester. This honor is noted in the student's academic record as is normally presented at a school assembly in the semester following.

Gold and Red Honors	
HONOR	CONDITIONS
Gold	Semester GPA of 3.50 or above; final grades of 'B' or 'A' only
Red	Semester GPA of 3.00 to 3.49; final grades of 'B' or 'A' only

ACADEMIC HONOR SOCIETIES

As recognition of sustained, superior academic achievement and other contributions to the San Miguel community, students are offered the opportunity to apply for membership in one or more of the School's three academic honor societies. Each honor society maintains its own specific requirements for admission.

San Miguel hosts chapters in the following societies:

- National Honor Society (NHS)
- National Hispanic Honor Society (*Sociedad Honoraria Hispánica*, SHH)
- National English Honor Society (NEHS)
- National Art Honor Society

OTHER GRADUATION HONORS

San Miguel currently recognizes four graduation-related speakers: a valedictorian, salutatorian, the San Miguel Febres Cordero Senior Speaker, and the John Baptist de La Salle Baccalaureate Speaker. These speakers are selected by Administration primarily based on grades, but also taking into consideration other factors, such as the

student's ability to articulate their growth in faith while at San Miguel, and their ability to convey the importance of academic growth. Administration will be the final judge of those selected. Unless Administration determines otherwise for good cause, the Valedictorian and Senior Speaker deliver their addresses at the graduation ceremony, the Salutatorian at Senior Presentation, and the Baccalaureate Speaker at Baccalaureate Mass.

Section IV: Satisfactory Academic Progress

DEFINITION OF SATISFACTORY ACADEMIC PROGRESS

The targets outlined below for Satisfactory Academic Progress (SAP) at San Miguel are designed to ensure the student is on-track towards the successful completion of all diploma requirements, and towards successful application for university admissions and scholarships. Satisfactory Academic Progress is evaluated at the conclusion of each semester according to the following minimum targets:

- Completion of 3.0 Academic Credits (6.0 total per year)
- A semester GPA of 2.0 or better
- Consistent demonstration of Academic Integrity
- Satisfactory Academic Attendance
- Completion of Credit Recovery courses as prescribed (if applicable)

ACADEMIC REVIEW BOARD

At the conclusion of each semester, the Academic Review Board (ARB) evaluates the academic progress of all students according to the targets of Satisfactory Academic Progress. For those students who have not met the above SAP targets at the conclusion of a given semester, the Academic Review Board determines the best individual pathway for each student to return to a zone of Satisfactory Academic Progress in the following semester.

PERSONAL ADVOCACY FROM THE STUDENT AND FAMILY

In its review of student cases that fall short of the requirements for Satisfactory Academic Progress (SAP), the Academic Review Board takes into account various conditions and extenuating circumstances that may have affected the student's ability to meet the minimum SAP requirements. The Board also takes into account the level of responsibility and forward-looking commitments exhibited by the student as well as the overall commitment and support of the student's family. Therefore, the Academic Review Board may formally invite the student in question to submit a personal statement in writing within the week prior to the Academic Review Board. The student's personal statement is then included in the materials reviewed by the Board.

ACADEMIC PROBATION

Continuing students who do not meet the requirements of Satisfactory Academic Progress (SAP) are normally placed on Academic Probation for the period of one semester following the unsatisfactory academic progress. Academic Probation affords the student the opportunity of time and support to demonstrate the student's ability to meet the SAP targets. At the conclusion of the semester of Academic Probation, the student's progress is reviewed by the Academic Review Board in order to determine that the SAP targets have been met according to the conditions of Probation for that student.

During the period of Academic Probation, the student may be required to participate in programs and services in support of the student's development towards Satisfactory Academic Progress. Such requirements are noted in that student's Notice of Academic Probation.

The student remains on Academic Probation for the entire duration of the semester, independent of the student's status of Eligibility for Athletics and Extracurricular Programs, the latter of which may change during the semester of probation.

DISMISSAL

As the Academic Probation document states, San Miguel believes that each individual student can succeed in both high school and college, and the school is always ready support every student. However, San Miguel reserves the right not to retain any student who does not meet the conditions of Satisfactory Academic Progress outlined in these regulations.

APPEAL

In the case of a student who has been notified of Academic Probation or Dismissal, the student and the parents or guardians have the right to appeal the decision to the President of San Miguel. This appeal should be received by the President within two weeks of the notice of Academic Probation or notice of Academic Non Retention. All decisions on appeals to the President are final.

Section V: Monitoring Student Academic Progress

SEMESTER REPORTS

The Semester Report is prepared within the week after the conclusion of each semester. This report indicates the student's final achievement level (letter grade) in each course, along with an update of both the Simple GPA (for that particular semester) and the Cumulative GPA (career at San Miguel). These semester reports are available on PowerSchool.

PROGRESS REPORTS

The Progress Report is made available within the week after the end of the first and second Marking Periods in each semester (respectively, weeks 7 and 13 of each semester in a typical calendar). This report indicates the student's progress achievement to date since the start of that particular semester. In order to provide a fully updated Progress Report on every occasion, it is essential that the student has no outstanding work at the end of the Marking Period; otherwise gradebooks may inaccurately reflect the student's actual level of progress.

COMMUNICATION ABOUT STUDENT PROGRESS

Given that an academic education at the high school level is foundationally a three-way partnership between the student, the school, and the parents or guardians, any member of this partnership has the right to initiate and expect return communication at any time. Such communication may be by email, phone, or appointment for a conference in-person or online. Concerns that are unresolved in a timely manner through routine communication channels should be directed to the Assistant Principal (or the Principal in cases of escalation).

STUDENT PROGRESS CONFERENCES

Specific days ("Student-Parent-Teacher Conferences") are scheduled each semester for conferences about student progress, normally involving the student, the student's teachers, and the student's parents or legal guardians. These normally take place within the week following the end of the first Marking Period of each semester (typically September and February). The purpose of such a conference is normally to review the student's academic progress and (if needed) identify the commitments that will lead the student towards higher levels of achievement.



STUDENT INFORMATION SYSTEM (PowerSchool)

Updated marks for individual assessments, projects, assignments and so forth are available anytime via PowerSchool.

Section VI: Academic Integrity

DEFINITION OF ACADEMIC INTEGRITY

Academic integrity refers to the moral and ethical code for academic behaviors at educational institutions, and it governs the activities of both students and faculty. In this way, it is the responsibility of both faculty and students alike to promote fairness in the school community and to incorporate and reinforce values of honesty and integrity in their academic work inside and outside of the classroom.

For students, the requirements of academic integrity include two central components:

- The student is consistently authentic in demonstrating one's knowledge and skills as the student's own in exams, assessments, and other academic coursework (such as projects and assignments) required for credit. Failure to comply with this requirement is known as 'cheating'.
- In one's academic work, the student consistently provides credit to others (a) when directly using their ideas, words (written or spoken), images, or data, and (b) when those ideas, words, images, or data have indirectly influenced the student's own academic work. This requires the student to exhibit due diligence in researching the authors of ideas, words (written or spoken), images, or data that are not the student's own, and may require the student to acknowledge errors in one's academic work whenever it comes to light that the lack of due diligence has resulted in a lack of credit to the appropriate author. Failure to comply with this requirement is known as 'plagiarism'.

Examples of 'cheating' may include:

- Copying the answers or work of other students, or allowing your answers or work to be copied by others ("copying" here includes the verbal, visual, electronic, and / or written transference of information or answers).
- Referring to one's notes or text during an assessment when such reference is prohibited.
- Conveying information about a previously administered assessment to students who are scheduled to take the assessment at a later time.

Examples of plagiarism may include:

- Copying the ideas, words, images, or data from another source or author and representing them 'as your own' without citing the source of that information.

Ignorance on the part of the student regarding the expectations of academic integrity is not a defense for violation. In support of the above policy, San Miguel makes a concerted and deliberate effort to instruct every student, beginning in the freshman year, to engage with and use the work of authors and experts appropriately in the learning process. Students are taught how to cite the work of other authors and experts in order to attribute the work properly to the person who did the work originally. Consult individual course syllabi for further information about proper citation methods.

INCIDENTS OF VIOLATION

Incidents that violate these requirements of academic integrity are viewed as serious ethical issues and a core violation of the principles of justice and personal responsibility as expressed in our Lasallian Core Principles.

Violations of academic integrity are normally dealt with in the following way:

- The instructor identifies evidence of the violation and communicates with the student and the student parents or guardians about the evidence and the consequence. The instructor also informs the Assistant Principal.
- The student receives no credit for assessment, assignment, project or other piece of coursework in question. A score of 'zero points' is recorded into the student's gradebook (PowerSchool) and counts as such in final grade calculations. (Alternative consequences may be discussed with the Assistant Principal).
- The student must authentically resubmit the assessment, project or assignment in order that the instructor may assess the student's mastery of the original benchmark(s). At the instructor's discretion, points of some kind may be recorded in the student's gradebook (PowerSchool) for this second attempt.
- The incident will remain recorded in the disciplinary log of the student's academic record throughout the remainder of the student's academic career at San Miguel.
- Upon review and confirmation of the incident by the Assistant Principal, the student will lose eligibility for Academic Honors during the semester in which the incident is known to have occurred.
- In light of the requirements for Satisfactory Academic Progress, the Academic Review Board will evaluate the recorded violation of academic integrity.

SEVERE OR REPEATED VIOLATIONS

In cases where the actions of the student are determined to have demonstrated a severe violation, additional and more severe consequences may result. Examples of a severe violation include, but are not limited to:

- Acts of cheating or plagiarism on a final assessment or project of significant value.
- Transmitting copies of final assessments, in whole or in part, to others.
- Selling, trading, or transmitting the academic work of another student to others.
- A series of repeated violations of a less severe nature.

Consequences for severe violations include:

- Loss of academic credit for the unit or the course in question.
- Loss of eligibility for participation in graduation ceremonies.
- Dismissal from San Miguel.

Section VII: Study Expectations and Support

HOMEWORK AND STUDY BEYOND CLASS TIME

Successful levels of academic achievement in college preparatory courses require an investment of time outside of the regular class period, study halls, and the time available in a regular school day. This study time outside of class typically involves daily assignments, longer term projects, and ongoing preparation for upcoming assessments. Study outside of class time at the college prep level must involve the use of rigorous planning, organization, and self-management skills, which San Miguel is committed to teach and reinforce for every student for use in college and adult life. Growth in the use of these skills becomes more important in honors and Advanced Placement courses, and as students grow closer to college level expectations as juniors and seniors.



San Miguel is aware that students have family obligations as well as commitments that arise from their involvement in extracurricular and co-curricular activities, and is committed to help students meet all of their family and school obligations. Because of the priority of both family and school in their lives, students should be aware that they should work to be free of distractions in other areas in order to avoid academic difficulties.

INSTRUCTOR OFFICE HOURS AND AVAILABILITY OUTSIDE OF CLASS

For the purpose of above-and-beyond assistance to students on an individual and small-group basis, every instructor is normally available outside of class each week during posted office hours and by appointment. The student may find details about each instructor’s availability in that instructor’s syllabus.

COURSEWORK AND STUDENT ABSENCES

Consult the policy on General Attendance (“Coursework and Student Absences”) for information on how absences are regulated with regard to coursework and general academic progress.

Section VIII: Academic Eligibility for Extracurricular Programs

ACADEMIC CONDITIONS FOR PARTICIPATION ELIGIBILITY

The student’s eligibility for participation in school-sponsored athletics and extracurricular activities is determined through a review of the student’s current academic achievement level at the conclusion of each Marking Period (approximately every 6 to 7 weeks). Consult the School’s online calendar for specific dates (“End of Marking Period”).

The student is ‘eligible’ when the following criteria are met: (a) progressive marks of ‘D’ or better in every current course, and (b) a current Grade Point Average (GPA) or 2.0 or better.

The student who is declared to be ‘ineligible’ is normally restricted from certain forms of participation in athletics and extracurricular activities beginning the day after such ‘ineligibility’ is published (normally the first business day after the conclusion of the Marking Period) and continuing for duration of the subsequent Marking Period (approximately 6 to 7 weeks). This time frame ensures that the student has ample time for full engagement and additional support as needed in order to focus more successfully on academic achievement. During the period of ‘ineligibility’, the student may therefore be required to participate in individualized supports such as: conferencing with an academic advisor or counselor, academic tutoring, or other services. Additionally, the student and family should make appropriate adjustments during this period of ‘ineligibility’ in order to support the student in increasing one’s focus on coursework and academic achievement.

Restrictions Applied to Students with Declared Ineligibility	
PROGRAM	RESTRICTION
Athletics	During the period of declared ineligibility, the student athlete may continue to practice but is not allowed to play during competitions. The student athlete is not allowed to be released from formal instructional time (classes, assigned tutoring, assigned study) for reasons related to athletics and must continue to give priority to all academic obligations.
Extracurricular Programs	During the period of declared ineligibility, the student may continue to participate in extracurricular programs that occur outside of formal instructional time

	(classes, assigned tutoring, assigned study), but is not allowed to be released from those obligations for purposes related to extracurricular programs.
Co-curricular Programs	For activities that are required as integral components of a student's academic program (for example, a field trip or standardized exam), there is no restriction that applies during the period of declared ineligibility. The student's instructors and counselors may exercise their own discretion as to the student's participation in these activities.

The student who is declared to be 'ineligible' can regain 'eligibility' for athletics and extracurricular activities at any certain intervals ("Eligibility Check Points" as noted on the School's online calendar) that typically occur every 3 to 4 weeks thereafter. At those intervals, the student must demonstrate that the original conditions of eligibility have been met, as indicated in the student's current gradebook. Eligibility regained in this way must be certified by the Assistant Principal.

Corporate Work Study Program

In keeping with the Cristo Rey Network model of integrated work and study, all students of San Miguel Catholic High School ("San Miguel") are simultaneously enrolled as a student and employed directly by the Corporate Work Study Program (CWS), the latter of which places the student employee at companies across the greater Tucson area (or companies beyond Tucson if the job is remote). CWS serves to aid students in growing their workplace skills, and provides an opportunity to explore various careers. In addition to the skill development and exploration, students also earn almost 40% of their San Miguel High School tuition through CWS. It is crucial that all students attend their CWS workdays and communicate clearly with the CWS staff to ensure a quality experience for both the student and the corporate partner.

Section I: Employment

All students enrolled at San Miguel High School are employed through the San Miguel High School Corporate Work Study Program (CWS). The Corporate Work Study Program partners with a variety of corporations across the greater Tucson area to provide students with well-rounded work experiences in entry-level positions. As CWS employees, students are expected to balance academics, employment, and extracurricular activities. To assist each student in meeting their responsibilities as a CWS employee, each student is assigned to a CWS Coordinator who will serve as the student's primary contact for all job-related issues, questions, or needs.

EMPLOYMENT AGREEMENT

The Agreement is signed upon acceptance to San Miguel High School by the employee (student), the parent, and the Vice President of CWS Operations (employer). According to this agreement, the student must be employed through the Corporate Work Study Program in order to stay actively enrolled at San Miguel High School.

JOB ASSIGNMENTS

Assignments are arranged by the CWS office for each student. A student's job assignment may change from time to time due to partnership agreements, employer needs, and student performance. While the CWS office takes into account student preferences and career interests, ultimately, job assignments are made based on the best fit between the job description and a student's skills/potential as an employee. Student job assignments will not be modified based on student or parent/guardian requests.

WORK SCHEDULE

The Corporate Work Study program workday calendar allows each student the opportunity to work approximately five full days per month without missing valuable instructional time in class. These work days include the students' standard work day as determined by their grade level as well as the approximately one Friday workday a month. Students are to report to work on each workday assigned by the Corporate Work Study team.

While student work hours at their job assignments may vary due to location, commute time, and employer requirements, most schedules align with typical professional work environments, averaging an 8-hour workday with appropriate breaks and lunch. Students are required to use breaks and lunch times as mandated by law.

If a student completes their job assignment before the conclusion of San Miguel High School/s regular academic day, the student is required to return to school and engage in academic or professional

development activities as mandated by the United States Department of Labor. Parents or guardians who pick up students before the end of the academic day will be subject to an Incomplete Workday fee of \$15.

TRANSPORTATION

Transportation to and from the worksite is the responsibility of the Corporate Work Study staff. Students travel to and from work in CWS vans operated by trained drivers.

- **Students** are **not** allowed to transport themselves to or from work. Licensed students are also not permitted to transport fellow students to or from work.
- **Parents** may **not** drop-off students at the worksite without prior authorization of the CWS office. Authorization will only be granted in unique circumstances. If there is an unapproved drop-off, a \$50 fee will be charged to the student's PowerSchool account.
- If students feel ill at work or need an immediate/emergency early pick-up, they must call CWS to make this request; CWS will facilitate next steps.

PARENT/GUARDIAN PICK UP POLICY

Parent/Guardian pick-up requests must be authorized by CWS before 12:00 PM on the day of pick-up. Requests made after this time will only be considered under special circumstances at the discretion of CWS. If authorized, only individuals listed in PowerSchool records may pick up the student.

Procedure:

1. Parents must pick up the student at the scheduled time provided by CWS.
2. After pick-up, parents or guardians must promptly confirm with CWS.
3. Parents/Guardians are responsible for ensuring the student completes their timecard by 5:30 PM.

Important Notes:

- Non-compliance with this procedure will result in future parent/guardian pick-ups not being authorized.
- Early pick-ups will incur a half-day fee charge of \$65.
- Unauthorized pick-ups from work will result in a \$50 fee added to the student's PowerSchool account.

WAGES

The wages earned by the student through their Corporate Work Study position are assigned to San Miguel High School to defer a portion of the student's cost of education, as agreed to in the Parent-Student Employment Agreement.

SAFETY

Safety is always an important concern for the Corporate Work Study office. Students are to immediately report any safety concerns to their respective CWS Coordinator or any member of the CWS team.

Section II: Attendance

At San Miguel, the integration of work and study is very important to the overall success of each student, therefore all student employees are expected to report to work on **all** assigned workdays. Not only do students develop

important real-world skills at work, but through their jobs they also earn money that supports the cost of their education at San Miguel.

Since attendance at work is such an important responsibility, it is best seen as a cooperative effort between student, parent, and Corporate Work Study staff.

- **Students** are responsible for being present, on time, in dress code, and ready for work at Morning Assembly on their assigned workdays.
- **Parents** are responsible for ensuring their child's prompt arrival at Morning Assembly in dress code and ready for work; and for their child's pick-up from school after returning from work in the afternoon.
- **Corporate Work Study staff members** are responsible for verifying student attendance, notifying the workplace of any absences, ensuring the student is in dress code and ready to work, and transporting the student to and from their jobsite.

Any deviations from these attendance expectations are cause for conferencing between student and Corporate Work Study staff. When disputes arise, the VP of CWS Operations has the responsibility of ultimately interpreting these expectations for students and parents in a way that promotes the success of every student.

ABSENCES

Absences on workdays are a very serious issue as our employers are paying real money for real work and therefore expect our student workers to be at their job site every day. Regular medical or dental appointments, vacations, or other personal activities should not be scheduled on a student's workday. When an absence occurs:

- Parents of student-associates are to **notify the Corporate Work Study office (520-367-5758) before the start of Morning Assembly (7:25 am) on the day of the absence.**
- Parents **may not contact the worksite to report an absence** – this is the responsibility of the Corporate Work Study Office.

HALF-DAY ABSENCES

If a student leaves work early after completing at least 4 hours from their drop-off time, they will incur a **\$65 half-day fee**. This fee can be removed if the student works a half day on a scheduled make-up day.

If the student leaves before reaching 4 work hours, the absence will be handled according to the policy below.

ABSENCES 1, 2, & 3:

- A penalty of \$125 will be posted to the student's SMHS Fee account (viewable on PowerSchool) and can be removed upon the student making up the day.

ABSENCE 4+:

- A penalty of \$125 will be posted to the student's SMHS Fee account (viewable on PowerSchool). \$100 of which can be removed upon the student making up the day. The remaining \$25 cannot be removed with the completion of a make-up day and will be required to be paid, along with any other CWS fees, prior to the completion of each school year.

CONSEQUENCES FOR MULTIPLE ABSENCES

- If a student accumulates **three (3) absences** in one school year, they will be placed on an **Attendance Contract**, which must be reviewed and signed by both the student and their parent/guardian.
- If a student reaches **five (5) absences**, their **parent(s)/guardian(s)** will be required to attend a meeting with CWS leadership and the student to discuss the student's continued employment and make-up day scheduling.
- If a student reaches **seven (7) absences**, they will be considered **unemployable** and may be subject to **dismissal from SMHS**.
- **Attendance plays a critical role in job placements**; a student's attendance record can significantly impact their ability to maintain or secure future job placements.

Please note: **Make-up days** do not remove absences from a student's record; they only eliminate the associated fees.

MAKE-UP DAYS

Make-up days are not guaranteed to students, it is the responsibility of the student to speak with their supervisor to see if this is an option. Our business partners have real work expectations and pay real money for student associates to fulfill those expectations during each assigned workday. Student associates are required to make-up any missed time at work if their workplace allows it. If a student misses work, we expect the following:

- Make-up days are always preferred over payment of the missed day fees. Corporate partners pay for a certain number of workdays and we need to provide them with those days per our mutual agreements. Paying missed day fees is a last resort and must be approved by CWS first.
- Student associates must arrange their make-up workday on the next available day off (holiday, school break, weekend, etc) with their workplace supervisor and CWS Coordinator. Students must complete the virtual make-up day request form prior to attending their make-up day at their workplace. Upon completion of a make-up day, students must submit their virtual time card, received via email. The CWS office cannot remove fees from PowerSchool without receiving the student's make-up day time card, submitted electronically.
- Students are not to request days off in advance from their workplace supervisor unless they have been given prior approval from the CWS Coordinator. Approval of this is at the discretion of CWS and is determined based on the current number of student absences, tardies, workplace standing, and the reason for the request.
- All absences **MUST be made up in the same semester** during which they occur. If a student does not make up their missed work day(s) in the same semester, they will retain the \$125 penalty per absence and will not have an opportunity to make up the missed work day(s).
- All graduating students must make-up their workdays prior to graduation (or pay the fees). **Students are not permitted to make-up workdays after graduation.**

Note: Workplace supervisors can determine if and when students can make-up a missed work day. If supervisors do not allow students to make-up a missed work day(s), the student will retain the monetary penalty per absence and will not have an opportunity to make up the missed work day(s).

At the end of the year, all outstanding CWS fines must be paid in full in order to be readmitted to San Miguel High School for the following school year.

EXCUSED ABSENCES POLICY

The only situations in which a student's workday absence will be excused are:

- **Death of a parent/guardian or sibling**
- **Hospitalization** related to physical or mental health (ER visits do not qualify)
- **Surgeries**

In all cases, **only one absence** will be excused, and the absence will only be considered excused after **proper documentation** is provided.

Any other absences, including those related to vacations, appointments (medical, dental, etc.), illness, or other personal reasons, **will not be excused** and will incur a **\$125 missed-day penalty** that can be removed through the completion of a make-up day.

BUSINESS CLOSINGS

Business closings happen from time to time for various reasons (for example: special training for adult staff). When a business is closed for special circumstances, the student working at that business will still be required to attend morning assembly, however, instead of being sent to their workplace, they will either work on campus at SMHS or they will be required to complete a virtual assignment at the remote work hub at the Community Foundation for Southern Arizona. ***Failure to miss work, even if a students' workplace is closed, will result in a penalty according to the fee structure detailed above. All students are required by the United States Department of Labor to be supervised by either their workplace supervisor or CWS staff.***

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important aspect of the student's life at San Miguel, and participation is therefore strongly encouraged. However, in the event that any such activity conflicts with attendance at work, the latter takes precedence and students may not miss work, leave early from work and/or reschedule workdays to attend extracurricular activities. Students that wish to miss their scheduled workday for **El Otro Lado** or **Student Ambassador** activities need to receive prior approval from CWS before rescheduling their workday with their workplace supervisor. CWS will grant approval based on workplace attendance, tardies, and workplace performance. If students have **1+ workplace absences**, they will be required to work on their scheduled workday and the activity will not be approved.

CONFLICTING PERSONAL ACTIVITIES

Personal conflicts such as routine medical appointments, family trips, (etc.) may **not** be scheduled so as to interrupt work responsibilities.

SCHOOL HOLIDAY SCHEDULES

School Holiday Schedules vary depending on the holiday. Consult the school calendar in advance of common holidays to determine which days you work and which you don't. Always communicate with your CWS Coordinator when issues regarding a holiday come up. Here are some general guidelines:

- If CWS is closed on the holiday in question (for example: Rodeo Break) and students are not expected to report to work, students who missed a work day earlier in the same semester may use this holiday as the opportunity to work a make-up day, provided the business is open that day.

- If CWS is open, but the business is closed on the holiday in question (for example: President's Day), then the student should speak with their CWS coordinator prior to the holiday. Students are required to work on campus at San Miguel High school or at the remote work hub at the Community Foundation for Southern Arizona.

ILLNESS AT WORK

Illness while at work is sometimes unavoidable. In these cases, the student associate is to notify his or her supervisor and then contact the Corporate Work Study Office. The Corporate Work Study staff will handle communication with parents and arrange for transportation from the workplace back to San Miguel. If appropriate, the Corporate Work Study staff will authorize parents to pick up their sick student at work. However, this must be coordinated through the CWS Office and approved by Corporate Work Study staff. Due to missed time at work, these situations are recorded as absences (either half-day or full-day depending on the time of departure) and result in the appropriate fee being added to PowerSchool. In order to avoid unnecessary illness at work, students should not report to work when they are sick.

TARDINESS

Tardiness Policy

Punctuality is a critical employability skill, and consistent tardiness will greatly impact a student's job placement. Students are required to arrive at **Morning Assembly by 7:25 AM** on their assigned workday. The following steps will be taken if tardiness occurs:

- **3rd Tardy:** The student will receive detention.
- **5th Tardy:** The student will receive a **detention** and be sent home with a **Tardy Notification Form**, which must be reviewed and signed by their parent/guardian.
- **7th Tardy:** The student will receive detention.
- **10th Tardy:** The student will receive detention, and their **parents/guardians will be contacted**.

After the 10th tardy, every subsequent tardy will result in an **after-school detention**. After-school detentions will occur on the following schedule:

- Monday – Thursday: 3:20 PM – 3:45 PM
- Friday: 2:30 PM – 2:55 PM

MISSED DEPLOYMENT

The Missed Deployment Fee (\$50) is charged when a student arrives at San Miguel after the CWS vans have departed. This fee compensates for the scheduling and planning disruption caused by a missed van, which affects the overall timetable and delays other students. It also offsets additional costs from wasted resources like fuel and staff time. Additionally, the fee reinforces the importance of punctuality and responsibility, emphasizing the need to adhere to schedules and respect the time of others.

Section III: Performance Expectations

Not only are students' jobs and the experience of work integral parts of a San Miguel education, but our Corporate Partners pay real money for quality work and therefore have clear expectations of high quality performance. All

student employees of CWS are expected to meet or exceed these performance expectations of the job to which they are assigned. This effort requires that students (a) know what is expected of them, and (b) learn and develop the skills to accomplish the work.

MOTIVATION

A positive attitude and healthy motivation are the most influential factors in the success of students at work. Students should always strive to be conscious of their motivations and how their performance is affected by the attitude they display.

COMMUNICATION

Communication is done well when it is both effective and efficient. To ensure that channels of communication are used appropriately, the **Corporate Work Study Office facilitates all communication between student employees and/or their families and the workplace.**

TIME CARDS

Time Card Policy

Electronic time cards are a critical part of the Corporate Work Study Program. They allow students to receive timely, specific feedback from their supervisors and are a requirement of the United States Department of Labor. Completion of time cards factors into a student's overall CWS grade and impacts future job placements.

Check-Out Requirement

At the end of each workday, students are required to return to the CWS Office after arriving back at SMHS on the CWS vans. Before leaving campus, students must show proof of their completed time card to the designated CWS check-out representative. **Students are not permitted to leave campus until this step is complete.**

Students who are picked up directly from work by a parent/guardian must complete their time card by **5:30 PM** on the same day.

Failure to complete a time card or properly check out will result in a detention. In special circumstances, students may be excused from in-person check-out, but this must be **approved in advance by CWS staff.**

Non-compliance with time card expectations not only affects a student's standing and job placement but also jeopardizes San Miguel's ability to operate the Corporate Work Study Program. Continued failure to meet time card requirements may result in additional disciplinary action, including fees or loss of job placement.

PERFORMANCE SURVEYS

Performance surveys provide valuable feedback and insights into the quality of the work done by students at the workplace. These surveys are normally conducted in a formal way twice per year: (1) near the conclusion of the Fall Semester and (2) near the conclusion of the Spring Semester. In addition, students complete a mid-semester evaluation (each semester) with their workplace supervisor.

All students will receive academic credit for their work performance, but scores in this area do not affect their overall GPA. Student performance is rated on a scale of 1 to 5 as outlined below. For each performance survey students are expected to earn a score of 3 (Meets Expectations) or above. Should a student earn a score less than 3 on any of these skills, the student is required to conference with their CWS Coordinator to develop an action plan outlining what they will do to improve their performance, and could result in a re-training class requirement with CWS. Copies of student action plans will be shared with parents/legal guardians and workplace supervisors. If

a student continues to score below a 3 a conference with parents will be scheduled to speak about the student's employability with CWS.

CWS Performance Rating Scale	
VALUE	DESCRIPTION
5	Exceptional, promoting the Cristo Rey Corporate Work Study Program as a staffing option
4	Above Expectations, warranting increasing their responsibilities
3	Meets Expectations, satisfying their job description even without additional support
2	Needs Improvement and improving in a consistently reliable manner
1	Unsatisfactory

Students and/or parents/legal guardians should contact the student's CWS Coordinator regarding any questions or concerns about a student's performance at work.

CWS GRADES

CWS program grades are tracked in the "Business Practice" class in PowerSchool and reported on official high school transcripts. Grades in CWS are based on:

- **Attendance (10 points/day):** Earned for attendance, deducted for absences.
- **Punctuality (10 points/day):** Earned for punctuality, deducted for tardiness.
- **Time Card Submission (10 points/day):** Earned for timely submission, deducted for delays.
- **CWS Contracts (20 points each):** Evaluated on meeting attendance, punctuality, and disciplinary standards.
- **Bi-annual Pulse Check Feedback Form (50 points):** Graded on completeness and reflection quality.
- **Additional CWS Assignments and Administrative Requirements:** Points assigned per assignment criteria.

SUSPENSION FROM WORK

Suspension is a period of time during which a student employee does not report to work, normally because an investigation of alleged wrongdoing is being conducted, or because offensively poor conduct on the job has warranted that the student be removed from that jobsite.

LOSS OF JOB

Losing one's job is a very serious situation as it may mean that the student in question can no longer stay enrolled at San Miguel High School. The Corporate Partner and the CWS staff may determine that the student is no longer suitable for employment with them for a variety of reasons. Issues that may cause a partner to fire the student include: poor attendance, poor work performance, violation of company rules, inappropriate conduct, etc. Although it happens very rarely, when a student is fired from work, a conference is scheduled with the student's parents/guardians, and he or she is placed in our Retraining Program for a period of time. Depending on the circumstances, a student's first firing from work may result in dismissal from San Miguel High School. **If a student is fired for a second time, he or she will be dismissed from San Miguel.** Seniors who are fired from work are

typically asked to withdraw from San Miguel at that time. All dismissal decisions may be appealed to the President & CEO of San Miguel High School.

RETRAINING

Retraining occurs when a student is consistently exhibiting poor performance at the worksite. Such a student is likely to be removed from his or her job and assigned to work at the CWS office for a period of time while completing the Retraining Curriculum in order to facilitate the improvement of their workplace performance.

If a student's actions in the workplace do not merit termination but still illustrate greater skill deficits, the student may be required to participate in the CWS Reinforcement Process. This is a short-term (2-4 week) skills-focused training process that results in the student being replaced back at the workplace from which they were temporarily removed.

MORNING ASSEMBLY

A morning assembly is conducted on each assigned workday. Students are expected to arrive at Morning Assembly on time (by 7:25 am) and to participate in all Morning Assemblies on their assigned work days throughout the year. This is the place at which official attendance is taken, dress code compliance is reviewed, and important announcements are relayed to students.

ON-THE-JOB TRAINING

On-the-job training is required from time to time by various job partners, and may include background checks, programs such as new employee orientations, courses to update employees in various skills and/or procedures in use at the jobsite, etc. As requested, the CWS office will arrange for students to participate in these valuable training experiences.

SITE VISITS

Site visits to companies are scheduled one time per semester by students' CWS Coordinator. A site visit consists of a student's CWS Coordinator visiting the student at work, observing the student's performance, ensuring the workplace is a safe environment, and reviewing goals for workplace improvement with the jobsite supervisor. Coordinators visit each business two times per year, not necessarily each student.

WORKPLACE ACCOMMODATIONS

As a member of the San Miguel High School student community, the student participates in a work-study program with corporate partners in the Tucson community. To the best of its ability, San Miguel High School endeavors to match students to one of the available corporate partner work-study positions according to the students' abilities, fields of interests, and the company's needs.

If a student is assigned to a work-study position and needs a reasonable accommodation related to the work-study position due to a medical reason, the parent must submit a request for accommodation in writing, along with supporting documentation from the student's treating physician or Personal Social Emotional Counselor, to the Vice President of Corporate Work Study Operations to begin the interactive accommodation process as soon as possible.

Section IV: General Conduct Expectations

As employees of CWS, all students are expected to conduct themselves according to the Code of Conduct set forth in the San Miguel Parent-Student Handbook. In addition to that Code, these following procedures are established to help students extend this Code of Conduct to the workplace. Students should consult with their CWS Coordinator to resolve other situations that may come up at work.

BUSINESS PROPERTY

Business property includes good, materials, equipment, and resources (including work IDs and badges) owned by the business or for which the business is responsible. This property is designated strictly for work-related purposes and must not be used for personal reasons. Student employees are responsible for bringing all company issued materials, badges, etc. required for their work days to their job sites. If students forget necessary materials and CWS must arrange for their delivery, a \$50 Forgotten Materials fee will be incurred and reported in their PowerSchool account. Additionally, students should take care to avoid misuse of computers, telephones, or any other office equipment.

CELL PHONES, TABLETS, GAMING DEVICES

Personal electronic devices such as cell phones, tablets, and gaming devices are not appropriate for use during work time. Students who have trouble with this procedure may be restricted from taking these items to the workplace.

CONTACTING THE WORKPLACE

Contacting the workplace is the responsibility of the Corporate Work Study Office. **The CWS staff facilitates all communication between student, school, and partnering businesses.**

- **Students** are not to contact their supervisor, manager or coworkers without first having received permission from their CWS Coordinator. The purpose of this is to avoid any unnecessary gaps in communication between student, CWS office, and jobsite.
- **Parents** are not to contact their child at work or to contact the workplace about issues regarding their child. The Corporate Work Study Office is available to relay messages between the students' family/home and the workplace.
- **Parents are not** permitted to visit students at their worksite during the workday for any reason.

DRESS CODE

A professional dress code is a requirement of all San Miguel Corporate Work Study employees. All student employees are expected to maintain the established professional dress code, which includes their San Miguel embroidered dress shirts, at their assigned workplace. In some cases, employers may request a special uniform. The dress code for job sites is determined by CWS and the business partner, not the student.

- In cases where the workplace requires special clothing due to the nature of the work (for example: scrubs at a hospital or clinic), the Corporate Work Study office will verify this need and adjust the dress code appropriately to the clothing required by the workplace.
- Students are **never** permitted to wear jeans in the workplace under any circumstances. Appropriate alternatives include khakis or utility-style pants, which offer a more professional appearance while still allowing for comfort and movement. In accordance with supervisor dress code requirements, tennis shoes may be allowed. These must be clean and in **solid, neutral colors** (such as black, white, gray, navy, or brown) to maintain a professional look.

- All outerwear worn in the workplace must be purchased from the San Miguel student store. **Hooded sweatshirts—whether zippered or pullover—are not permitted.**

Student employees are always expected to arrive at school and return to school in dress code. Those individual students who are found to be out of dress code are required to change before continuing to work. Students may have to go home to change or the parent may have to bring their student a change of clothes that adheres to the dress code guidelines.

- If a student arrives to morning assembly out of dress code they will be asked to change into dress code with available uniform clothing from the SMHS clothing closet.
- If a student is unable to correct their dress code violation before morning departure from San Miguel, they will be sent home for the day. If a student is sent home they will receive a \$125 missed workday penalty on PowerSchool, and will be expected to make up the day.
- Further violations may result in termination of employment with CWS.

DRUG AND SUBSTANCE ABUSE

The abuse of drugs and other chemical substances can endanger not only the well-being of the employee in question, but also that of coworkers and customers. To help maintain a healthy lifestyle and to help prevent any unnecessary consequences of drug and substance abuse, all CWS student employees are required to submit to random drug screens in order to maintain employment. Positive drug screening results can result in termination from a student's job placement, which in some cases, could lead to dismissal from San Miguel High School.

PROFESSIONALISM

Professionalism is expected of every student employee at all times. Students who exemplify professionalism conduct themselves with dignity, honesty, disciplined language, and respect for all people.

VAN/BUS RIDES

Van and/or bus service is provided to student employees as a means of ensuring their safe transport between the worksite and the San Miguel campus. Students are expected to behave according to the guidelines set forth by the CWS staff, and to follow all directions of the drivers, who are charged with the safe operation of the vehicle at all times.

LUNCH

Lunch at work is the responsibility of every student associate. Sack lunches are available at Morning Assembly for all students. **Students are not allowed to leave the workplace for lunch alone**, nor is it permissible for parents to bring lunch to their child's workplace. Students are not to order lunch to their workplace from an outside entity (eg. Uber Eats, pizza, etc), as this is a safety concern and can cause workplace issues.

OFF-SITE WORK EVENTS

Off-site work events or opportunities sometimes arise. Students are allowed to attend off-site events pertaining to work with their employer on their scheduled workday; however, the following guidelines must be adhered to:

- The employer must inform the CWS Coordinator ahead of time and provide the date, event details, and the time of departure and arrival from the workplace.
- The CWS Coordinator will call/email the parent/guardian to inform them of the event details.

- Two or more adults must be riding in the vehicle that transports students to/from these events.

DISCIPLINARY CONTRACTS

Students found in violation of any of the CWS program's rules, regulations, and guidelines may be subject to disciplinary action, including, but not limited to, the imposition of a CWS Disciplinary Contract. A student's Disciplinary Contract will clearly define expectations, consequences, and procedures for addressing violations.

Section V: CWS Fees

CWS offers students valuable real world experience while supporting partner companies with essential services. To maintain the program's efficiency and integrity, various fees are established.

FEE PAYMENT

At the end of each school year, or prior to graduation for seniors, it is essential to pay all outstanding fees, including CWS fees and other San Miguel-related charges. This process ensures a smooth transition for students exiting the program without financial obligations.

MISSED DAYS FEES POLICY

Students cannot pay missed day fees until all opportunities for make up days have been exhausted.

ACCESSING FEE INFORMATION

Detailed fee information, including CWS fees, is accessible via student PowerSchool accounts. Parents/guardians are strongly advised to review these accounts weekly to stay informed about financial obligations.

PAYMENT PROCEDURES

Payments for CWS fees can be conveniently made through CWS staff. For inquiries or assistance regarding CWS fees or other financial matters related to CWS, please contact the CWS office at 520-367-5758.

Student Regulations

Section I: Rights, Responsibilities, and Code of Conduct

As members of the San Miguel High School Community, all of us have the following rights and responsibilities. We all have the right to be safe: physically, emotionally, intellectually, and spiritually. We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to be prepared mentally and attitudinally to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices. We will not tolerate tardiness, lack of materials, continued absences, and academic expectations that are not met.

We all have the right to our own spirituality. We have the responsibility to learn, understand, and practice our Catholic teachings and to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school. We will not tolerate beliefs and practices that compromise the human dignity of others. We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the school environment.

We will not tolerate spitting, chewing gum, littering, and defacing school property. We all have the right to be free from physical harm and from the fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways. We will not tolerate threats, fights, intimidation, and/or corporal punishment. A student who willingly assists, encourages, or forces another student to commit a violation of these guidelines may be held equally accountable for the violation. We all have the right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.

We will not tolerate verbal abuse, physical and/or public displays of affection, inappropriate language, and/or whistling. We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and to actively listen to others' viewpoints. We will not tolerate verbal harassment, and/or ridicule. We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others. We will not tolerate conduct that belittles or shows hostility toward an individual.

CODE OF CONDUCT

Given the beliefs outlined above, the following Code of Conduct will be enforced at San Miguel High School. The code, which follows, applies to any student:

- who is on school property
- who is engaged in any school or CWSP activity
- whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of San Miguel High School.

Students at San Miguel High School have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive, examples of responsible or thoughtful conduct:

- respect for God, others, and self
- respect for personal, school, and others' property

- having required materials and completing homework assignments on time adhering to classroom procedures
- doing one's own homework and class work consistently doing one's best
- being attentive and respectful, particularly during school assemblies and prayer services
- being respectful of classroom activities, office activities, and teachers preparing classes by keeping conversation volumes to appropriate levels during passing periods

Lapses in any of these areas will be addressed immediately by any adult school personnel, according to the school's discipline policies.

San Miguel expects each student to make a positive contribution to the morally healthy environment of the school. Expected Christian attitudes and values include respect for individual students, teachers, and staff members as well as compliance with school regulations and policies which are established for the good order of daily school operation. Occasionally, some students do not live up to these fundamental expectations. In such cases, the school's discipline policies are enacted according to the circumstances. Infractions, which are considered serious, include, but are not limited to the following:

- Non-compliance, insubordination, or rudeness to a member of the administration, faculty, or staff
- Language or behavior that is immoral, profane, vulgar, or obscene
- Injury or harm to persons or property - or serious threat of same Unauthorized absence or continued tardiness
- Theft
- Hazing
- Academic dishonesty
- Outrageous, scandalous, or serious disruptive behavior
- Use or possession of tobacco (smoking or chewing) on campus or at school functions
- Use or possession of vaping devices (e-cigarette) on campus or at school functions
- Possession of indecent books, pictures, or objects
- Possession of a potentially lethal instrument or weapon
- Alcohol or illegal drug use (see policy)
- Misuse of technology
- Conduct at school, or elsewhere, which would reflect adversely on San Miguel High School and be detrimental to the reputation, safety and welfare of the school or the Catholic Church
- Harassment of, or making denigrating or inappropriate comments about, students or staff through the use of email, websites, blogs, social media (such as Facebook, Instagram, Tumblr, etc.), or any other digital media.

Such behavior may result in disciplinary action including Saturday detention, confiscation, detention, probation, suspension, or dismissal.

NOTE: Groups and/or gangs who, in the judgment of the administration, are detrimental to the positive Catholic, Lasallian atmosphere of San Miguel High School, or who engage in antisocial, criminal or destructive activities or conduct will not be tolerated. Individuals or groups which promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated.

Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign, or other evidence of membership or affiliation in such groups.

A student may be subject to immediate expulsion for the following actions:

- possession of weapons, firearms, or explosives. School officials shall report weapon violations to the local police. Weapons for which students can be expelled include knives, shotguns, brass knuckles, billy-clubs, look-alikes, or any other item (such as bats, pipes, sticks, etc.) if used or, in the school official's judgment, are likely or intended to be used to threaten or cause bodily harm.
- processing, supplying, buying, or using alcohol or other drugs anywhere or at any time.

Section II: General Student Regulations

ALCOHOL/DRUG POLICY

San Miguel High School educates its students and their families on alcohol and drug abuse awareness. We realize that substance abuse, especially alcohol abuse and vaping, are a significant problem in our society. We strongly support preventative education, which must begin at home.

San Miguel High School perceives alcohol and drug possession/use to be a serious health issue impacting the individual, the school, and the home. The school considers the possession, use, abuse, transfer or sale of alcohol, legally controlled substances, illegal drugs, other intoxicants, and any drug paraphernalia on campus, at school functions, or at a time and place involving San Miguel a very serious offense which may result in dismissal. Should a student violate this rule, the school administration will:

- Contact and meet confidentially with parents/guardian
- Formulate a plan for treatment
- Conduct an investigation and determine any support or disciplinary actions needed.
- San Miguel High School's Principal will require a chemical assessment of the student and refer him/her to an appropriate program.
- The parents, or the legal guardians, and student will sign a release form allowing the outside treatment center to confer with the school regarding its findings, recommendations, and follow up.
- The student and parents or legal guardians will agree to participate in any follow-up treatment recommended by San Miguel and/or a professional treatment center. When recommended, the treatment must begin within two weeks of the assessment.

The parents or legal guardians will also agree to random drug testing of the student for a period of up to 2 years after the infraction. If a student fails retesting during this period of time, the failure is considered a substance abuse violation and he/she is subject to the Alcohol / Drug procedures outlined above.

The school is not a treatment center. Rather, we are a cooperating agent, working with treatment centers whether they be outpatient or residential in nature. When students become harmfully involved with chemical substances, San Miguel expects to provide reasonable assistance. This assistance will take the form of evaluation, referral, or counseling.

Corporate Work Study partners may have similar drug testing policies at the workplace. Students are expected to comply with all requirements as directed by the Corporate Internship partner.

San Miguel reserves the right to drug test any or all students at its discretion. Informed consent is given in writing as part of enrollment/CWSP required document by student and parents or legal guardians. All testing is done off campus by a third party provider. Since many Corporate Work Study Program partners require drug testing, results may be made available to CWSP partners (in confidence) at their request. Positive results, or refusal to consent, may be grounds for dismissal from the CWSP and expulsion from school.

TOBACCO/E-CIGARETTE

San Miguel High School discourages students from smoking, vaping, and/or using other nicotine products. Students should not be in possession of smoking, vaping, or chewing tobacco products on school grounds, or off campus at school sponsored events. Such behavior may result in disciplinary action including detention, suspension or dismissal.

Situations in which students leave campus in order to smoke or chew tobacco will be handled as a disciplinary, and health, issue.

DISCRIMINATION/HARASSMENT/BULLYING

San Miguel High School hereby adopts the Safe Environment Program as promulgated by the Roman Catholic Diocese of Tucson. Further, the reporting requirements of potential or suspected child abuse as mandated by the statutes of the State of Arizona are acknowledged as controlling and taking precedence over any policies outlined in this handbook. Accordingly, in case of doubt regarding any possible sexual misconduct in which a child is the victim, such incident shall in all cases be immediately reported to the proper civil law authorities.

San Miguel High School is committed to providing a learning environment that is free from harassment. Harassment of any student by any other student, or SMHS staff member is prohibited. The school treats allegations of harassment seriously and will promptly investigate such allegations and take appropriate corrective action. A complaint of harassment does not, in and of itself, create the presumption of wrongdoing. However, all substantiated acts of harassment will result in disciplinary action, up to and including termination or removal.

Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment which is hostile or intimidating because of the individual's race, creed, color, national origin, religion, physical disability, gender or any other status protected by applicable law. Harassment can occur any time during school-related activities (whether on or off campus) or when a student is present on campus. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with the normal work or educational environment.

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.

HARASSMENT VIA ELECTRONIC MEANS/MEDIA: Inappropriate comments, images, suggestions or remarks sent via electronic means or posted on electronic media. This includes but is not limited to:

- Inappropriate comments sent via cellular phone, posted on electronic bulletins, or posted on social media pages (e.g. Facebook, Twitter, Tumblr). This includes comments that are offensive to another individual or are derogatory in nature towards San Miguel or members of the San Miguel staff.
- Inappropriate images sent via cellular phone, posted on electronic bulletins, or posted on social media pages (e.g. Facebook, Twitter, Tumblr). This includes posting of images that are sexual in nature, images that are contrary to the teachings of the Catholic Church or images that are contrary to Lasallian Core Principles.

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implied as a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment can include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances or granting or withholding benefits in exchange for sexual favors or refusal to participate in sexual conduct.
- Electronic harassment such as "sexting" or other inappropriate remarks about another student or staff of San Miguel using social media sites on the Internet, email, or blogs.

It is the responsibility of San Miguel High School to:

- Make all faculty, staff, students, volunteers, and parents aware of this policy and the commitment of the school towards its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

All forms of discrimination, harassment, and bullying are not tolerated and may be cause for removal from San Miguel High School. This policy shall apply to all activities on school property, all school-sponsored events, whether at school or off-campus, and off-campus when it causes a student to suffer discrimination, harassment, or bullying.

It is the student's responsibility to:

- Conduct himself/herself in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing
- Consider immediately informing anyone who engages in inappropriate conduct toward him/her that the behavior is offensive and unwelcome. If the student is uncomfortable informing the individual of the offensiveness of his/her behavior, the student may skip to the next step.
- Report all incidents of discrimination or harassment to a teacher or administrator
- If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

COMPLAINT FILING AND INVESTIGATIVE PROCEDURES

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the

student is uncomfortable confronting the individual, the student must report the harassment to a teacher, administrator, or the Principal.

- San Miguel investigates all complaints of harassment. If appropriate, the alleged harasser may be placed on administrative leave or suspended during the course of the investigation.
- Once the facts of the case have been gathered, San Miguel will decide what, if any, corrective action is warranted. Disciplinary action can include all disciplinary actions up to and including immediate dismissal and/or termination.
- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take appropriate steps, within its power, to investigate and implement prompt, effective remedial measures.

REPORTING PROCEDURE

- Oral complaints should be documented on the *Bullying Report Form* by the adult receiving the complaint.
- Oral reports must be followed up within 10 working days with a written report.
- Harassment report forms may be obtained from any administrator.
- Submission of a “good faith” complaint or report of harassment or bullying will not affect the reporter’s education or work environment.
- No retaliation will be allowed as a result of a harassment for bullying report.

BUS/VAN RULES

The following will apply any time students ride in school supplied transportation. Under all circumstances students are expected to be respectful and courteous to the driver, pedestrians, motorists and other students.

- Students are transported under the authority of the driver and/or proctor/volunteer, and shall take direction from the driver in all matters of safety.
- Students shall remain seated while the vehicle is moving. Students shall wear seatbelts.
- Fighting, wrestling, offensive hand gestures, or boisterous activity is prohibited.
- Transporting animals, firearms, weapons or any hazardous materials is prohibited.
- Students shall not extend hands, arms, head, or any other body part through windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Food and beverages shall not be consumed on a bus or van. All trash must be removed from the van by the person whom it belongs to.
- The emergency door is to be used ONLY in case of emergency or as directed by the driver.

CELL PHONES, ELECTRONIC DEVICES AND GAMES

While students have the privilege of bringing a cell phone and other electronic devices to school, a cell phone can only be visible and or used before school, during break time, passing periods, at lunch, and after school when **not** in a classroom, library, or at work. During class hours, cell phones must be turned off and in a backpack or purse. Text messaging, cameras, app use, and phone use is not permitted in any classroom at any time during class hours, or while attending an assembly, prayer service or mass. A teacher may allow use of a cell phone during class time for limited **academic** purposes. Cell phones are not to be used during the student’s CWS workday, unless they are on break or at lunch.

Personal electronic devices, including, but not limited to, tablets, recording devices, headphones, or earbuds, may only be used at the same times and places cell phones are permitted. These devices, if brought to school, should

be kept in a locked locker during the school day. Inappropriate use and or the visibility of such devices may result in confiscation by a teacher, staff member or administrator. The school reserves the right to confiscate an improperly used electronic device and to issue related disciplinary actions including but not limited to: detention, confiscation for a period up to a full calendar day, and/or required parental pick up.

LOST OR STOLEN ITEMS

The school is not responsible for lost, stolen, or misplaced items. In the case of lost or misplaced items, the school will make reasonable efforts to help the student investigate the possibility that the item may be on campus. In the case of items reported as stolen, the school will work with the student to determine reasonable next steps.

PHYSICAL/PUBLIC DISPLAYS OF AFFECTION

Student couples are to avoid any public/physical displays of affection while on campus. Repeated behavior will result in a disciplinary conference with the student couple and parents or legal guardians to discuss the concerns of the San Miguel High School community.

AUTHORIZED SEARCHES OF LOCKERS & PERSONAL PROPERTY OF STUDENTS

The school administration reserves the right to investigate any student's locker and/or personal belongings at any time. The school is the owner of all lockers, desks, Chromebooks, and other facilities that are used on campus and reserves the right to search them at any time without notice.

SKATEBOARD, SCOOTERS AND SKATES

Skateboards, scooters, skates and comparable items, may not be ridden or worn on campus. Students may carry them to school and store them in lockers during the day. Students who violate this policy may have these items confiscated and will be assigned disciplinary consequences.

CONSEQUENCES FOR COMMON INFRACTIONS

Parents will be notified of serious or repeated infractions via phone, email, or conference. Repeated occurrences of a violation may result in Saturday detention and/or suspension or an appearance before the Discipline Review Board.

Serious violations for alcohol, tobacco possession, weapons possession, misuse of technology, harassment, theft, insubordination, etc. will be handled on a case by case basis with consequences to be determined by administration.

DETENTION

Students assigned to serve detention must be aware that a detention takes precedence over any extra-curricular activity. Students are subject to further disciplinary action if they do not attend assigned detention. Students are normally assigned detention for the following infractions: unexcused tardiness, or any infraction listed in "Student Behavior Policies." Detention will be up to 30 minutes long. Saturday detentions are two hours in length.

SATURDAY SCHOOL

Saturday detention is normally assigned to students with more serious infractions, repeated minor infractions, the need to remediate excessive absences, or serious/repeated occurrences of school policies.

DISCIPLINE REVIEW BOARD

The Discipline Review Board may convene to determine consequences for a serious infraction, or due to repeated minor infractions. The student must be present during the meeting and may choose to speak during the meeting. The student's parent or legal guardian are required to attend the meeting. The consequences determined by the Discipline Review Board may include suspension, Behavioral Contract, or expulsion.

DISCIPLINARY PROBATION

A student will be placed on probation for a specific period of time for a serious violation of the rules and regulations, for a continued series of minor difficulties, or for special matters as determined by the Assistant Principal. The parent or guardian and the student will be made aware of the terms of the probation and the reasons for this action taken.

Further violations of the rules and regulations or no improvement in the student's conduct may result in their withdrawal from the school.

SUSPENSION

A student will be suspended from classes for serious misconduct on or off campus. Parents or legal guardians will receive notification of the suspension and must confer with the Assistant Principal before a student will be allowed to return to class. If other serious infractions occur during the school year, the student's conduct will be reviewed by the Administration and may result in a recommendation for dismissal. Students may be placed on Disciplinary Probation involving a contract in order for him/her to return to classes.

DISMISSAL

A student will be dismissed from San Miguel High School for misconduct of a serious nature or for a series of difficulties that have led to one or more suspensions or probations. Any student who is dismissed for a disciplinary reason is not welcome on campus at any time and may not attend any game or activity associated with San Miguel High School.

Student Dress Code

The Dress Code at San Miguel High School is a commitment to the school's inclusive culture and professional identity. Students are to dress and groom themselves in a manner which is modest, clean, and appropriate to a Catholic school academic environment. After receiving guidance and support, students not conforming to the personal appearance guidelines as outlined may face additional disciplinary action.

Students are expected to be in full dress code during the school day, at work, to and from work, at special events, and during all field trips, unless otherwise specified by the school. However, after school hours students may dress down while maintaining a neat and modest appearance.

If a student arrives at school and is not in dress code, the student will be directed to the Clothes Closet in order to correct the infraction. Students who cannot correct the infraction through the use of the Clothes Closet may be sent home or asked to wait in the Front Office for a parent to bring suitable clothing. The Clothes Closet is designed as a temporary support for students to correct their dress code and attend work and school. Repeated dress code violations or use of the Clothes Closet will result in further disciplinary action. Students who violate the dress code on special dress days may lose the privilege for future days.

Immediate Correction Dress Code Violations (such as un-tucked shirts, inappropriate jewelry, loose ties, etc.) are considered infractions easily corrected and receive a detention.

Non-Immediate Correction Dress Code Violations (such as unnatural hair color, ear piercing that require the earring(s) to remain in the ear throughout the school/work day, sneakers, non-collared shirt, etc.) are considered major infractions that show disregard for the school's code of discipline. Students who choose to ignore these guidelines will be asked to change via the Clothes Closet or call their parent/guardian and may be sent home. Additional discipline consequences, such a detention, will be imposed.

Any additional items not allowed in line with the letter and spirit of the San Miguel High School dress code will be confiscated and turned over to administration regardless of value. Any item confiscated will be held by the administration and will only be returned at administrative discretion regardless of value.

Upon determining that the student has violated the dress code policy, the Assistant Principal or other administrator or front office personnel will assist the student in correcting the dress code violation. While the above states school policy, Administration reserves the right to use discretionary action to handle dress code violations. In all cases, Administration shall be the final judge of whether a student meets dress code requirements.

Section I: Proper Attire for All Students

Hygiene

- Students are expected to maintain a neat and clean appearance at all times.
- Daily attention should be paid to showering, shaving, use of deodorant, brushing teeth, combing hair, ironing clothes, and other elements of professional grooming.
- Cologne or perfume, if used, should be very limited in order to avoid activating the allergies of those around us. A sound rule of thumb is "less is more."

Tattoos



- Visible tattoos (including henna tattoos) are not allowed.

Sunglasses

- Sunglasses may not be worn inside the classroom at school or at work.

Watch

- “Smart” watches, or watches with capabilities beyond basic time tracking are considered personal electronic devices, while allowable, should not be in use during class time.

Hats/Beanies

- Hats and beanies may not be worn inside any school building during school hours.

Polo Shirts

- SMHS polos can be purchased via the uniform vendor to be worn on *Fridays*.

Uniform Shirt

- Shirts must be official, button-down San Miguel dress shirts available for purchase on our school website in three colors (red, white, and gray).
- Shirts must be worn tucked in with sleeves rolled down
- A camisole/undershirt should be worn at all times
- Students may wear either a long sleeved or short sleeved uniform dress shirt

Slacks/Trousers

- Professional trousers/slacks, with a crease: no exposed ankles, and with internal (not external) pockets are required.
- Slacks/trousers must be a solid single color.
- Pants must be worn at the waist with belt loops and a visible, professional style, black or brown belt.
- Cargo, baggy, “skinny”, oversize pants or denim or jean style pants are not allowed.
- Belt must be worn with a matching solid-design, brown or black leather or leather-like with no rivets or designs.
- No skirts, shorts, or dresses allowed.

Jewelry

- Necklaces, bracelets, and rings should be minimal and simple.
- Jewelry must not pose a danger to students working with office machines.
- Earrings are limited to: (Ladies) two studs and one hoop, not to exceed a quarter in size, per ear; (Gentlemen) one stud in each ear. Earrings must be removed for any safety concerns such as science labs or CWS needs.
- No facial, nose, or tongue piercings are permitted.
- Body piercings are not permitted to be visible.

Dress Shoes/Flats

- Black or brown dress shoes that are in good repair and clean must be worn. Shoes must fully cover the foot. Boots are not allowed.
- Solid color shoes; no design, divots, jewels.
- The maximum heel height is 1 inch.
- Flip-flops, crocs, tattered and/or torn shoes are not permitted.

Sweater/Professional Outerwear

- The only outerwear permitted to be worn during the school day are official San Miguel jackets. Team jackets may be worn during the school day **only if approved** by administration. Students will be asked to remove unapproved outerwear. **No sweatshirts or hoodies of any type are permitted** unless it is a casual dress day, **or** if it is an extracurricular group or team approved sweatshirt or hoodie. Abuse of this privilege may result in loss of the privilege.

Tie

- Neckties are to be worn at the collar and knotted properly at all times.
- Appropriate bow ties may be worn at school and or work.

Socks

- *(Gentlemen)* Socks must be crew length and must match trouser or shoe color.
- *(Ladies)* “No show” socks or beige hosiery/pantyhose must be worn with slacks.

Facial Hair

- Facial hair is permitted only if kept neatly trimmed and groomed. Facial hair that is not kept in this fashion may be required to be corrected at school. Continual failure to meet grooming requirements may result in losing the privilege to have facial hair. Administration will be the final judge of whether facial hair meets dress code requirements.

Hair Color/Style

- *(Gentlemen)* Hair should be neat, clean, natural color, and of moderate length (above the neck collar, above the ear, and above the eyebrows). No extreme difference in length (greater than 1.5 inches), shaved shapes or patterns, shaved or bald heads, mohawks, mullet, faux hawks, fades, cornrows, dreads, hair coverings, or other non-professional styling are permitted. Sideburns may not extend beyond the bottom of the earlobe.
- *(Ladies)* Conservative, professional hairstyles, natural color and a neat appearance are expected. Long hair should be kept off the face, with safety in mind while working with office machinery. Cornrows and braids must be conservative in style, without beading, and worn off the face.

Make-Up

- If worn at all, makeup must be in conservative, natural colors and style.
- Dark or pronounced lipstick and heavy eyeliner are not allowed.
- Eyelashes must be a natural length.
- Fingernails must be of a professional length that allows the student to efficiently operate their Chromebook as well as meet the requirement of their CWS job assignment. No “jewels” or stick on decorations are permitted. Violations will result in onsite length correction. Administration will be the final judge of whether nails meet dress code requirements for classes, CWS will be the final judge of whether nails meet dress code requirements for job assignments.

Section II: Occasions for Special Dress

Special dress is permitted on designated days at school or when attending school-sponsored events such as dances and athletic games.

Business Casual Dress Code for Fridays at school

- SMHS Polo shirt
- Regular dress code slacks or black or dark blue jeans which are clean and free of tears, holes, frays
- Clean sneakers permitted; must cover the entire foot.

Spirit Day Dress Code

- Any SMHS T-shirt
- Black or dark blue jeans which are clean and free of tears, holes, frays
- Clean sneakers permitted; must cover the entire foot.

Spare Your Collar Dress Code

- Cost approximately \$2
- School appropriate tops * see list below
- Black or dark blue jeans which are clean and free of tears, holes, frays
- Clean sneakers permitted; must cover the entire foot.

Free Dress Code Guidelines

When deciding what to wear for special dress days, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty and good taste. Appropriate shoes and socks/hosiery are required at all times. Anything that violates these principles is not acceptable at any school-sponsored event.

The items listed below are specifically NOT allowed on special dress days:

- Pants/jeans with holes, tears or frayed edges Low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendos, etc.) Form-fitting or clinging tops or shirts
- Revealing clothing (e.g. tank tops, sleeveless or cap sleeve attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, etc.)
- Any shirt or top which does not provide coverage of the cleavage, midriff and lower back at all times
- Skirts and dresses may not be worn on special dress days.
- Shorts may NOT be worn (unless specifically allowed in a spirit week)
- Bike or knit shorts, stretch pants, sweat pants or pajama pants
- Any oversized, baggie, gang-style, or related attire
- Sandals or any shoe with an open toe or open back
- Head coverings, including sweatshirt hoods, bandanas, baseball caps, and the like. Baseball caps may be worn outside buildings.
- Pajamas or pajama-like clothing

If a student arrives at school and is not in dress code, the student must contact their parent and ask them to bring suitable clothing. Students who violate the dress code on special dress days will lose the privilege for future days.

School-sponsored Activity Dress Expectations:

- San Miguel students are mindful of wearing clothing that is modest in nature at all school-sponsored events. This includes, but is not limited to: appropriate length shorts, avoiding sleeveless t-shirts/tank tops, appropriate length skirts and dresses, and designs and lettering that is respectful.
- San Miguel students represent themselves in a respectful manner at all school-sponsored events. This includes, but is not limited to: appropriate chanting during sporting events, appropriate signs of affection, and attentiveness to school guests.

Student Life, Athletics, Campus Ministry

STUDENT LIFE

In response to students' need for holistic development during their time at San Miguel High School, the school provides comprehensive Student Life programming. This division of the school encompasses all those ministries, events, programs, and other activities which serve to complement academic instruction and the Corporate Work Study Program:

- Athletics
- Campus Ministry, including student retreats
- El Otro Lado and Kino Teens
- Lasallian Youth and related service opportunities
- Student interest clubs
- Student leadership
- Student social events

All San Miguel students are strongly encouraged to participate in the many different facets of Student Life. Not only are successful students often involved in the life of the school in ways beyond classes and work, but, in many cases, involvement in Student Life is looked upon favorably by colleges and universities in the admissions process. In order to promote such involvement, the student leaders and staff coordinators work hard to ensure that activities are made available which meet a wide range of interests and talents.

Involvement in Student Life activities, while strongly encouraged, is not a right and may be suspended, terminated, or conditioned at any time in deference to other priorities. Such priorities include, but are not limited to:

- Academic performance (see Academic Probation and Academic Eligibility)
- Corporate Work Study Program responsibilities (see CWS Extracurricular Activities Policy)
- Student behavior

Organization bylaws will be used as a part of the determination of student continuation in Student Life activities when applicable. Suspension or termination of involvement other than for academic performance is at the discretion of the Director of Student Activities, Athletic Director, and school administration, with the student being permitted to provide input into the decision in a form appropriate to the situation. Suspension or termination of involvement for academic performance is governed by the handbook sections on Academic Probation and Academic Performance. Athletic eligibility provisions are found in the section on Academic Eligibility.

CAMPUS MINISTRY

Central to our nature as an educational community of faith, Campus Ministry activities offer students the opportunity to awaken to the presence of God in their lives and to deepen their personal and communal relationship with God.



Prayer, Liturgies, and Prayer Services

As a Lasallian Catholic school, San Miguel's prayer and liturgy takes many different forms within the life of our community:

1. A moment of prayer and reflection begins each class period of our school day.
2. There are school-wide Eucharistic Liturgies, or Mass, including all Holy Days of Obligation, celebrated with the entire school community.
3. Prayer services are offered to celebrate or memorialize other observances with our entire school community.
4. The Student Chapel is available to students for personal and communal prayer or time for silence. If the Student Chapel is locked, students may seek out a teacher or staff member to open the chapel.

Most of the Campus Ministry activities at San Miguel are generated, led, and sustained by a group of student leaders, and include, but are not limited to:

- Masses and prayer services for major feasts, seasons, and special occasions
- Seasonal décor of the campus
- Family prayer events
- Student retreats
- Prayer opportunities related to local and global events
- Pilgrimage walks
- Vocational interest experiences, including District of San Francisco New Orleans Called and Chosen retreats

Retreats and Days of Reflection

Retreats and Days of Reflections offer the individual student a chance to consider the role of service, community, relationships, God, spirituality and many more areas as they pertain to the life of the individual student. Freshman, sophomore and junior students all attend a required, one-day retreat. Senior students attend Kairos overnight retreats that are scheduled at different times throughout the academic year.

LASALLIAN YOUTH AND SERVICE OPPORTUNITIES

In recognition of our Christian call to take seriously our role as brothers and sisters to all those in our community, especially those most in need, service and justice activities offer students the opportunity to develop their social consciousness, to work for justice, and to infuse an ethic of service into all areas of their life. Most of the service and justice activities at San Miguel are generated, led, and sustained by a group of student leaders, and include, but are not limited to:

- Drives for charitable needs
- Awareness raising activities
- Outreach to the local community
- Immersion experiences, such as El Otro Lado
- Service learning opportunities



- With other interested groups, helping to provide learning and faith experiences, as well as Christian reflection, regarding our Lasallian heritage, the Lasallian Core Principles, and service learning.

ATHLETICS

The interscholastic athletic program at San Miguel is an integral part of the total educational program. Interscholastic sports operate under the school philosophy and mission statement. San Miguel High School is a full member of the Arizona Interscholastic Association (AIA).

Participants learn the value of athletics: to think independently and as team players, value group ideals, succeed and to excel, attain high moral and Christian values, achieve self-discipline and emotional maturity, understand the value of rules, respect others, and to pursue fairness in human relationships. Coaches maintain team rules and procedures. These rules must be consistent with those established by the school.

INTERSCHOLASTIC ATHLETICS

Fall Season	Winter Season	Spring Season
Girls' Volleyball Cheer	Boys' Basketball Girls' Basketball Boys' Soccer Girls' Soccer Cheer	Baseball Softball Cheer

PHYSICAL EXAMINATIONS AND OTHER ATHLETIC REQUIREMENTS

Student athletes are required to have a recent physical exam as well as meeting other requirements. Before a student practices with a team, he/she must have on file with the Athletic Director (or his designee) the following items on the forms prescribed by the Athletic Director:

- A physical examination by a doctor within the time required by the AIA showing that the student is cleared to participate in athletics
- Completed parental permission form
- Completed transportation form
- Completed emergency information form
- Certificate(s) showing completion of all AIA-required education programs

EL OTRO LADO

The El Otro Lado is a five-day immersion, US-Mexico border Program hosted by San Miguel High School. Our mission is to raise awareness against migration, emphasizing values of equity, inclusion, social justice, diversity, and respect for all, considering that migration is a human right.

This program provides Lasallian students with the opportunity to explore the US/Mexico border and learn about the complexities of migration to change negative stereotypes and stigma surrounding migrants.

Through these five immersion days, students and participating staff members learn about the hard journey our brothers and sisters who cross from El Otro Lado endure. In addition to informing participants of the hundreds of migrant deaths that occur in the Arizona desert, the El Otro Lado allows students to interact with humanitarian aid groups, immigration legal attorneys, border patrol agents and those directly impacted by US immigration policy.

San Miguel students are invited to participate in the El Otro Lado experience and to help foster awareness and understanding of migration issues.

San Miguel student participation in El Otro Lado is governed through the academic expectations and discipline policies of San Miguel High School including:

- Academic performance (see Academic Probation and Academic Eligibility)
- Corporate Work Study Program responsibilities (see CWS Extracurricular Activities Policy)
- Student behavior

STUDENT LIFE AND LEADERSHIP

The Student Life Program provides opportunities for students to develop relationships with peers and teachers outside of the classroom through participation in clubs and social events. While many activities are casual social gatherings, club participation also builds skills of leadership and collaboration.

Involvement in student government teaches lessons in leadership, communication, and organization for the benefit of the entire class, school community.

Student Council

Student government teaches students the processes and procedures of governmental authority. The school guides students in the formal governance of student affairs, teaching not only the responsibilities of leadership but, in doing so, creating a rules-based community based on shared purpose, trust, and tradition. Involvement in student government teaches important lessons in leadership, communication, and organization.

The goals of Student Leadership include:

- a. Advocate and collaborate with peers and represent their ideas in a positive way.
- b. Inspire and encourage peers to be involved in the Saint Mary's community.
- c. Learn and apply the skills required to be a successful leader.

Elections

Any student may run for a Student Leadership office, provided he or she is in good standing with the San Miguel community, as determined by the Dean of Students, the student's school counselor, and the Student Council Advisors. Candidates must complete a personal declaration of candidacy and fill out a Student Leadership Candidate Application. Elections are held in the Spring. For freshmen, the election process will take place during the first six weeks of the first term, as determined by the Director of Student Life.

CLUBS AND SOCIAL ACTIVITIES

The following guidelines have been established for student organizations and activities:

Purpose of Clubs:

1. To create a welcoming community for all students and faculty.
2. To plan activities that support and enhance our Lasallian Catholic Mission.
3. To build school spirit by encouraging students to gather based on their common interests.
4. To invite other students to join and become involved in the club.
5. To communicate and invite the school community to upcoming events.

Club Requirements:

1. Have a minimum of 10 active members.
2. Hold a minimum of 2 meetings per month.
3. Have the following on file with the Club Moderator:
4. Appoint student leaders who compile contact information and a club roster.
5. Compose a description of the club.
6. Determine when and where the club meets.
7. Take minutes or notes of club meetings.
8. Report activities to the Club Moderator each term to be shared on the Student Life section of the website.
9. Host one campus event per term. A campus wide event (lunch, after school, evening) is an event that all San Miguel students are invited to participate in regardless of club membership.
10. Collaborate and work with other clubs.
11. Host a minimum of one club activity per term. A club activity is defined as an event that encourages socializing among club members.

Student Organization Fundraising

No school organization may raise funds for any purpose with securing permission from the Director of Student Activities and the Principal on the form prescribed for that purpose. Organizations must seek approval a minimum of three weeks prior to the proposed fundraising date(s). Failure to receive approval may result in forfeiture of any funds raised. Requests for casual dress ("Spare Your Collar") fundraisers beyond the regularly scheduled Student Life Spare Your Collar events will generally not be approved.

STUDENT SOCIAL EVENTS

In keeping with the Lasallian traditions of our Christian community, student social events offer students the opportunity to develop meaningful relationships and to foster healthy pride and a vibrant school culture. Most of the student social events at San Miguel High School are generated, led, and sustained by a group of student leaders, and include, but are not limited to:

- Dances, barbecues, tailgates, and picnics
- Spirit events
- Family and cultural events
- Group trips in the community
- On campus events such as Heritage Festival and Fiesta de San Miguel

General Policies and Procedures

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all San Miguel policies. San Miguel will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

Section I: Schedules and Campus Operations

ASSEMBLY/LITURGY DAYS

Liturgies and formal assemblies are held periodically on special occasions or to honor distinguished visitors to the San Miguel campus. Respect, courtesy, and attention are required at all assemblies. Students will not be dismissed from an assembly or liturgy for early parental pick-up.

BAD WEATHER SCHEDULE

Hazardous weather may cause San Miguel to adjust its scheduled school day. In such circumstances, one of the following alternatives may be put into effect: San Miguel may have a “late opening” starting at 10:00 AM; or San Miguel may be closed. Parents, legal guardians and students are advised to listen to radio and television announcements for information regarding San Miguel High School beginning at 6:00 AM, as well as checking for a message from San Miguel using the Remind messaging app/texting

CHANGE OF PERSONAL INFORMATION

Each student is expected to notify the Registrar promptly if there is any change in address, telephone number, parent, or guardian occupation or any other pertinent information.

COHABITATION OR PREGNANCY

A student will be unable to continue attending San Miguel High School if she/he chooses to marry and/or cohabitate. A pregnant student’s ability to continue at San Miguel will be considered on an individual basis, along with the student’s complete profile, by administration, CWSP, and counseling.

CLOSED CAMPUS

San Miguel High School is a closed campus. Permission to be off campus between the hours of 7:45 AM and 3:20 PM must be requested, in writing, by a parent or guardian and approved by the school administration. Leaving campus during school hours without permission is considered truancy. Guests are not allowed on campus during lunch. All visitors must first report to the reception desk and have a valid reason for being on campus. This includes parents and guardians.

EMERGENCY DRILLS

Evacuation and lockdown drills are held in compliance with city and state requirements. When an emergency alarm is heard, all work is to be immediately suspended. All persons within the buildings are to leave as silently and quickly as possible. Each classroom has emergency evacuation routes posted. Practice drills will be conducted throughout the school year.

FOOD/DRINKS



Students are requested to bring their lunches or participate in the school lunch program. Parents or legal guardians may not bring lunches to school for their students. Students are not to order food for delivery on campus. Eating is not permitted in the administration building or classrooms at any time; eating is permitted only in the designated areas – gym/cafeteria, outdoor basketball court, picnic tables in plaza. Proper disposal of garbage and recycling is the responsibility of each individual.

HOLIDAYS

San Miguel does not support or encourage vacations outside of defined school breaks. Such absences will be unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. Teachers are not obligated to allow make-up work or tests.

LOCKERS/PERSONAL BELONGINGS

Lockers are the property of the school. Students are assigned a locker and a lock for the storage of materials. This locker is not to be shared with anyone, nor may a student change locker without the permission of the Associate Principal. The lockers are to be locked using the lock issued to the student at all times. **The school is not responsible for any loss, theft, or damage to books or other personal property.** The school administration reserves the right to investigate any student's locker and/or personal belongings at any time. Any vandalism to lockers should be reported to the Associate Principal immediately, otherwise students will be held responsible for any lockers found to have graffiti, stickers, or not properly emptied at the end of the school year. Students may not use unauthorized locks. Locks issued by the school must be returned to the Associate Principal. Lost locks will be charged to student accounts.

PARKING LOT

Students are not permitted in the campus parking lots during the school day. Students who drive to school will need to register their vehicles with the Associate Principal and present proof of insurance. Students are not permitted to go to their cars during the school day (including lunch) for any reason without permission. The school is not responsible for any theft or damage to a vehicle. The school and church parking lots are private property and the school reserves the right to control parking. Parking permits will be issued and a parking hanger or sticker must be visible. School administrators when conducting an investigation may search student vehicles at any time, even when parked on a public street. Violations of this policy will be handled by the Assistant Principal's office.

NON-CUSTODIAL PARENTS

If a non-custodial parent wishes to see a student, it must be with the permission of the custodial parent, unless a divorce decree states otherwise. It is up to the custodial parent to present the school with a copy of that portion of the decree stating visitation rights.

PARENT/LEGAL GUARDIAN TEACHER CONFERENCES

San Miguel High School remains faithful to the wisdom of St. La Salle and the teachings of the Catholic Church when designing a curriculum, evaluating professional conduct and establishing policies. Occasionally a parent or legal guardian may have a concern about an area of the curriculum or teacher behavior. The following procedure is designed specifically to handle such concerns.

- When a parent has a concern regarding a teacher or the curriculum, he or she should first contact the teacher directly, unless the situation involves potentially harassing or discriminating conduct. In those situations, the parent or legal guardian should immediately contact the Principal or President, according to the Harassment Policy. All teachers have a preparation period during the school day. If a conference is desired, please telephone for appointments through the front desk.

- If the concern is not resolved at this point, the parent or legal guardian will be invited to meet with the teacher and the appropriate administrator. The student should be available to attend this meeting.
 - If there is no resolution after both steps have been taken, the Principal and the appropriate administrator will meet with the parent or legal guardian. If appropriate, the student may be asked to attend.
- The Principal holds the deciding authority if resolution cannot be reached by following the procedure outlined above.

STUDENT RIGHTS

San Miguel High School is committed to protecting its students' rights to confidentiality and privacy, and therefore, abides by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 123g; 34 CFR Part 99) and the Arizona statutory equivalent (A.R.S. 15-141, as amended).

TELEPHONE MESSAGES/TELEPHONE USE

Telephone messages will not be delivered to a student while at school unless there is a family emergency (i.e. serious accident, death in the family, etc.) Parents, guardians, and others are asked to cooperate in this regard. The school phone system is not for general student use.

VISITORS

All guests to classes must have approval from the President's or Principal's office prior to their visit. All visitors must report to the reception desk to sign in, pass any applicable health screening, and register through the RAPTOR security database and screening system.

Section II: School Property

TEXTBOOKS, EQUIPMENT, SCHOOL PROPERTY

Each student is provided with the materials necessary for a successful learning experience. These include, but are not limited to textbooks, Chromebooks, calculators, locks and equipment that are the property of the school. Students are responsible for the care and preservation of the materials on loan to them, avoiding damage or unreasonable wear. Students will be billed for any damaged or lost materials. This charge is nonrefundable.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or on any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866)632 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339); or [\(800\) 845-6136](tel:8008456136) (Spanish). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todos las bases de prohibición se aplican a todos los programas.) Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al 800.795.3272 (voz) o 202.720.6382 (TTY). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

General Health and Safety

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all San Miguel policies. San Miguel will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

HEALTH RECORDS

Parents or legal guardians are required to fill out a health questionnaire at the time of registration and present the necessary documentation regarding immunizations. A medical history is maintained on each student from the day of entrance to the day of withdrawal. Health records are kept confidential, and any pertinent information will be provided to appropriate personnel (teachers, coaches, administrators) on a need to know basis. All students must comply with Arizona law. Students will be sent home for failure to comply.

COMMUNICABLE DISEASES

Students with communicable diseases may be excluded from school where the disease presents a health threat to the student or others. The identity and the health record of the student shall be kept in a confidential manner. Students whose absence from school is due to a communicable disease may be asked to provide the school with a doctor's note certifying that the student is medically able to return to school. The Principal shall inform the local health department of all communicable diseases.

HIV/AIDS POLICY

Students with AIDS are allowed to continue in school settings under ordinary circumstances. Decisions affecting students who have tested positive for human immunodeficiency virus (HIV) or who have been diagnosed with AIDS will be made on a case-by-case basis in cooperation with physicians, parents, legal guardians and public health officials.

ILLNESS DURING SCHOOL

Students who become ill during the school day must report to an administrator or the health office. If the student must go home, an administrator or the health clerk will inform the parent or legal guardian and release the student to the parent, legal guardian, or their designee. **Students are not to call and ask for someone to pick them up. An administrator or the health clerk must make contact with a parent.** Students will be released only to a parent, legal guardian, or to another adult with verifiable consent from the parent or legal guardian.

MANDATORY REPORTING

San Miguel High School joins the efforts of the Diocese of Tucson and the State of Arizona to protect all children. The school is in full compliance with Diocesan requirements for hiring procedures. All employees will participate in annual training on Arizona's mandatory reporting law and the Diocesan safe child procedures.

MEDICAL OR SPECIAL APPOINTMENTS

All appointments with doctors, dentists, etc., should be made during hours which do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student must present a note to the office, before school, in which the parent/guardian states the appointment time and requests dismissal from school for the appointment. Upon returning to school, the student will provide the Assistant Principal with a note from the parents or legal guardians, indicating that the medical appointment could not have been scheduled outside of class or work hours. The student is responsible for any class work missed while absent.

MEDICATION POLICY

All prescription medications taken by students must have a medical provider's approval (copy of the script) and parent/guardian's permission form on file. Over the counter medications taken by students must have pre-approval on the parent/guardian's permission form on file. All medications, whether prescription or over-the-counter, must be properly labeled and kept in the Health Office with the exception of prescribed inhalers and emergency anaphylaxis medications which may, with prior school and parent/guardian written approval, be carried by the student. Medications will be given only to students who have these forms on file. No pain relievers or medication of any kind may be administered to students without the proper documentation.

Acceptable Use of Information Technologies

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all San Miguel policies. San Miguel will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

COMPUTER/INTERNET INFORMATION

San Miguel provides Internet access to students as a means to facilitate resource sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference concepts in the school; such resources enhance the learning environment. School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and a user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Parents and legal guardians are encouraged to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

Inappropriate use of the Internet is a serious matter. Files stored on the San Miguel network are not the private property of the student. Any computer files and/or e-mail that originate or reside on San Miguel computers/servers may be monitored at any time without prior notice to the student. San Miguel is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**ACCESSING INAPPROPRIATE WEBSITES WILL NOT BE TOLERATED AT SCHOOL OR AT THE WORK SITE.
ACCESSING INAPPROPRIATE WEBSITES WILL LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING
DISMISSAL FROM SAN MIGUEL HIGH SCHOOL.**

Acceptable Use: Access to San Miguel High School's Internet service must be for the purpose of education or research, and be consistent with the educational objectives of the school. School officials may monitor any use of the Internet.

Unacceptable Use: The user is responsible for her/his actions and activities involving the network. Some examples of unacceptable uses include:

- using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any concepts in violation of U.S. or State of Arizona regulation.
- unauthorized downloading of software
- downloading copyrighted materials other than for personal use (in violation of the copyright); wastefully using resources, such as file space or paper; invading the privacy of individuals or using another user's account or password posting concepts authored or created by another without her/his consent; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal concepts
- any form of plagiarism (i.e. claiming another person's work as one's own through the use of the internet or any other digital technology or device)
- using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, or political purposes

- using the Internet for unauthorized purchases

PROHIBITION ON CYBER BULLYING & SEXTING IS PART OF ACCEPTABLE USE POLICY

Cyber bullying is defined as willful and repeated harm inflicted on another person through electronic media. Any student who sends a partial or fully naked picture of a minor or attempts to be harmful or cruel to another student or individual, in the judgment of the school administration, by sending or posting offensive material (including words, pictures or images) using a cell phone, iPad, Chromebook, the internet or other electronic device can be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents – including, but not limited to, sexting or threats of violence – may be turned over to law enforcement authorities for prosecution. In order to stay enrolled, students and/or parents are not authorized to use the name of San Miguel High School in any electronic communication, and when requested, must remove comments, images or pictures that in the judgment of the school administration are harmful to another student or the reputation of the school.

Student Education Records

This policy on privacy and security regarding education records is meant to provide you with insights into our practices regarding the usage of your personal information, why we need that information, and choices that you may have about the ways we use that information. This policy has been informed by the Family Educational Rights and Privacy Act (FERPA). More information about FERPA may be found by visiting the [FERPA page of the U.S. Department of Education website](#) (linked).

This policy is grounded in the commitment of San Miguel Catholic High School ("San Miguel") to the following principles:

- We are deeply committed to creating an environment of privacy and security regarding your identity, educational records, images, and other personal data.
- We do not sell education data to third parties.
- We strive to provide you with access to and control over the information you give us, and we take the protection of your information very seriously.

DISCLOSURE OF INFORMATION

In accordance with the Family Educational Rights and Privacy Act (FERPA), San Miguel may disclose, without consent, so-called "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. We may disclose such information to strategic partners or service providers that work with us or that help us operate our programs and services. We do not share personal information with third parties for their own marketing purposes.

San Miguel may disclose the same kind of information in the form of applications and transcripts you choose to submit to colleges, universities, other post-secondary institutions, and other high schools in cases of school-to-school transfer. You may request that such information be provided directly to you in paper format for transfer to the institution in question and that we refrain from direct disclosure to the institution.

TRANSCRIPT REQUEST

A transcript is a formal and authorized copy of a student's permanent school record and is used for college admissions, scholarship applications, high school transfers, and employment. Transcript requests are handled through the Registrar's office and are initiated through a Request Form to be completed by the student and parent or guardian. Final transcripts (those produced at the end of a student's career at San Miguel) are only authorized for release once all business and CWSP accounts have been cleared.

PARENT RIGHTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), parents and guardians are afforded the right to inspect and review their student's education records, to seek to have their education records amended, and to request that the school not disclose "directory" information about them (the parents).

NOTIFICATION AND CONTACT

San Miguel commits to providing timely notification to families and students of changes to this policy, including ample time for parents to respond with concerns and requests. For questions and requests related to education record privacy, please contact our Privacy Officer (Student Data Manager) at mendozar@sanmiguelhigh.org.

Data Privacy and Security

This policy on data privacy and security is meant to provide you with insights into our practices regarding the collection and usage of your personal information, why we need that information, and choices that you may have about the ways we use that information.

This policy is grounded in the commitment of San Miguel Catholic High School (“San Miguel”) to the following principles:

- We are deeply committed to creating an environment of privacy and security regarding your identity, image, and other personal data.
- We do not sell anyone’s personal data to third parties.
- We strive to provide you with access to and control over the information you give us, and we take the protection of your information very seriously.

Section I: Website and Publicly Accessible Information Technologies

WEBSITE USE

Our publicly accessible website is intended to provide the general public with convenient and efficient access to information about San Miguel, its mission, programs, and services. You may opt at any time not to use our website and contact us through an alternative means such as phone, postal service, or visiting our office in person.

COLLECTION AND USE OF USER INFORMATION

Through your use of publicly accessible website and related information technologies, San Miguel collects information provided by you to us (or by a third party service or agent that transfers that information to us). We may also collect information about the devices you use in accessing San Miguel’s website and other information technologies where applicable; records of that information may be retained in our system. We may also collect information when you interact with us through our social media accounts. Examples of the kinds of information collected may include but are not limited to your IP address, access time stamps, and other statistical data, as well as personal identifying information you may choose to provide such as your name and contact details.

San Miguel uses the information you provide for a variety of purposes that support our educational mission. These purposes may include but are not limited to communicating with you, providing services to you, and monitoring the safety and security of our information technologies. We may also use the information collected from you for analytical purposes in line with our educational mission.

COOKIES AND OTHER TECHNOLOGIES

San Miguel may use cookies and other technologies such as pixel tags and web beacons to keep track of and store information so the user does not have to supply the information multiple times. We treat information collected by cookies and other technologies as non-personal information. However, to the extent that Internet Protocol (IP) addresses or similar identifiers are considered personal information by local law, we also treat these identifiers as personal information. Similarly, to the extent that non-personal information is combined with personal information, we treat the combined information as personal information for the purposes of this Privacy Policy.

LINKS TO OTHER SITES

Our sites and services may have links to other external websites. We are not responsible for the content or privacy practices of third party sites and suggest that you review their privacy statements before engaging with them.

PRIVACY OF CHILDREN

San Miguel does not intend to or knowingly collect personal information from anyone under the age of 13. If we discover that such information has been collected, we do not use such information and will take reasonable measures to delete it. Our sites and services do not target children under the age of 13 as a primary or secondary audience. To respect this privacy commitment, children under the age of 13 should not provide any personal information to San Miguel.

NOTIFICATION AND CONTACT

San Miguel commits to providing timely updates of this policy, the most recent version of which is accessible on our website or through contacting us directly by phone, in writing, or in person. Inquiries about this policy and our practices regarding information technologies can be directed to our Privacy Officer (Director of Information Technologies) at jacqueze@sanmiguelhigh.org.

Section II: Login and Password Accessible Technologies

USE OF LOGIN ACCESSIBLE TECHNOLOGIES

San Miguel uses a variety of educational and administrative technologies that require a user profile with login and password in order to access the technology. These technologies are a means of providing educational and administrative services that support our educational mission. You may withdraw your consent to the collection and use of personal information via these technologies; however, please note that, by withdrawing your consent, it may be impossible for San Miguel to continue providing you with programs and services.

COLLECTION AND USE OF USER INFORMATION

By using various login and password accessible technologies, profile information about you may be collected in order to operate programs and services in support of our educational mission. Such “profile information” may include identifiers such as name, image, and email address, as well as content that you post and upload about yourself. We may also at times collect payment information, typically, credit card account details in connection with tuition payments and other fees and contributions. We may also collect information automatically through Google Workplace, Google Analytics and PowerSchool and store it in log files. This information can include internet protocol (IP) addresses, browser type and language, internet service provider (ISP) details, referring and exit pages, operating system, date/time stamp, and clickstream data.

San Miguel uses your profile information only in ways that are compatible with providing our educational and administrative services to you. These services include communication, instruction, college and career planning, counseling, and other programs in support of our mission. We may also use personal information for internal purposes such as auditing, data analysis, and research and evaluation.

SECURITY

We maintain reasonable administrative, physical, and technological measures to protect the confidentiality, integrity, and security of the profile information collected from you. In addition, our credit card service provider(s)

has implemented PCI DSS standards regarding secure storage of data, strong access controls, and other requirements.

NOTIFICATION AND CONTACT

San Miguel commits to providing timely updates of this policy, the most recent version of which is accessible on our website or through contacting us directly by phone, in writing, or in person. Inquiries about this policy and our practices regarding information technologies can be directed to our Privacy Officer (Director of Information Technologies) at jacqueze@sanmiguelhigh.org.